JOB DESCRIPTION

Post Title:	**TEACHING ASSISTANT AND LUNCHTIME HIGHER LEVEL NEEDS ROLE**
Teaching Assistant role:	*17.5 hours per week, 8:45am – 12:15pm (TA1/2)*
Lunchtime Supervisor role:	*5 hours per week, 12:15pm – 1:15pm (TA2)*
Total Hours:	*22.5 working hours per week*
Start:	13th April 2026 or ASAP after that.
Responsible to:	Phase Leader and Business Manager
Applications:	email office@pitmaston.worcs.sch.uk
Purpose of the post:	To work under the direct instruction of the class teacher to provide general support to the teacher in the management of learning.

A. Support for Pupils

- Establish good relationships with pupils, acting as a role model, being aware of, and responding appropriately to, individual needs.
- Promote the inclusion, acceptance and safeguarding of all pupils.
- Encourage pupils to interact appropriately with others and engage in activities led by the teacher to enhance their learning and skill development.
- Encourage pupils to act independently as appropriate.
- Attend to pupils' personal needs.
- Lead phonic intervention groups as appropriate.
- Supervise and support pupils ensuring their safety and access to learning.
- Support children with medical needs to ensure they can access the curriculum at all times.

B. Support for the Teacher

- Support pupil progress and achievement.
- Keep pupil records in line with school's expectations (i.e. group and individual Provision Maps with baseline data and evaluation at end of TA input).
- Support the teacher in managing pupil behaviour, reporting difficulties and implementing provisions as appropriate.
- Gather/report information from work associated with targeted pupils and report back to the relevant teacher.

C. *Support for the Curriculum*

- Support pupils to access the curriculum as directed by the class teacher or SENDco.
- Support pupils in their use of ICT across the curriculum.
- Prepare and maintain equipment/ resources either as directed by the teacher or as required for intervention provision and assist pupils in their use.

D. Support for the School

- Be aware of, and comply with, policies and procedures relating to safeguarding, behaviour, health, safety and security, confidentiality, equal opportunities, whistleblowing and GDPR, reporting all concerns to an appropriate person.
- Contribute to the overall ethos / work/ aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings, as required.

- Participate in training and other learning activities and performance reviews, as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required.

E. Experience

- Working with children within a primary school classroom environment including those with medical needs.

F. Qualifications

- Good numeracy/ literacy skills with at least a grade C GCSE or equivalent.
- Participate in development and training opportunities.

G. Knowledge/ Skills

- Literate and numerate.
- Commitment to working as part of a team, including the sharing of successful teaching and learning strategies.
- Enthusiasm for and enjoyment of working with pupils.
- An interest in the use of the outdoors to promote children's learning.
- Ability to use own initiative and manage own workload.
- A high level of competence and an up to date working knowledge of ICT.

H. *Lunchtime higher level needs support responsibilities*

- To work with other Higher Level needs staff in the supervision are care of specified children during the mid-day break.
- To ensure that the specified children return to the care of their teachers following the mid-day break, and to report any known incidents or accidents to the class teacher concerned.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities
- To undertake such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
- In all contacts the post holder will be required to present a good image of Pitmaston School and the Governing Body as well as maintaining constructive relationships.

In addition to the above, the postholder is expected to carry out other duties, as appropriate to the grade that might be requested by the Senior Leadership Team.

Please email office@pitmaston.worcs.sch.uk for an application form.