

Woodfield School Job Description

Job Title: Teaching Assistant (Lunchtime learning support)

Hours per week: 16 hours

Core Hours:

Monday - 10am to 2pm.

Tuesday to Friday – 11am to 2pm.



JOB OUTLINE

To support the education, welfare and personal development of pupils with severe and complex learning difficulties during the lunchtime period. The post holder will work under the direction of teaching staff to promote pupils' learning, communication, independence, social development and wellbeing through structured support and interaction during mealtimes and lunchtime activities. The role is for 16 hours per week during the lunchtime period, with 1 hour per week allocated to training, meetings, professional development and school-related duties.

DUTIES

- Attend to pupils' personal needs, including social, health, hygiene, feeding, first-aid and welfare matters.
- Support pupils in developing communication, social interaction and independence skills during mealtimes and lunchtime activities.
- Reinforce individual education plans, behaviour support plans and other pupil-specific programmes as directed by teaching staff.
- Encourage pupils to make appropriate choices, develop resilience and increase their independence.
- Support pupils in accessing and participating in structured indoor and outdoor activities.
- Promote positive behaviour and model appropriate social interactions, helping pupils to develop friendships and engage successfully with their peers.
- Encourage healthy eating habits, appropriate table manners and positive dining experiences.
- Use specialist knowledge or experience to support pupils' learning and development
- Monitor and report on pupils' wellbeing, engagement and progress to appropriate members of staff.
- Liaise with teachers and professional staff, where appropriate, to support pupils' individual needs.
- Use initiative to develop and implement strategies that promote inclusion and integration with peers.
- Prepare and clear dining and activity areas before and after lunch, ensuring a safe, clean and welcoming environment.
- Set out, maintain and store equipment used during lunchtime activities.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn, develop and participate.

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Provide basic first aid and respond appropriately to incidents in accordance with school procedures and training.
- Follow risk assessments and manual handling procedures where required.
- Maintain a safe environment for pupils throughout the lunchtime period.

ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training, meetings, performance management and other learning and development activities, as required by the school's policies and practice.
- The post includes attendance at one additional hour per week for training, meetings and professional development.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

SUPERVISION

- The jobholder is managed by your allocated class teacher.
- The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of staff is involved in this post.

JOB CONTEXT

- The jobholder is one of a team of teachers and assistants who support the learning, welfare and development of pupils with severe and complex learning difficulties. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Although the role is primarily based during the lunchtime period, it is an educational support role focused on promoting pupils' communication, social development, independence and wellbeing through meaningful interactions and structured activities.
- The jobholder is managed by the Head of Department but may work with several teachers and support staff. The jobholder works under the day-to-day direction and supervision of the teacher or senior staff member to whom they are assigned.
- The principal focus of the job is to support pupils with special educational needs, adapting approaches and support strategies to meet individual needs.

KNOWLEDGE EXPERIENCE AND TRAINING *(desirable not essential)*

- Experience of working with or caring for children of the relevant age.
- Experience of supporting children with special educational needs.
- Good numeracy and literacy skills.
- Basic knowledge of first aid.
- Ability to use modern technology, including computers and school-based systems.
- Ability to work effectively as part of a team.
- Understanding of safeguarding responsibilities and child welfare.

PHYSICAL EFFORT

- The role is physically demanding and requires the post holder to remain active throughout the lunchtime period.
- The post holder will be required to support pupils both indoors and outdoors, involving frequent walking, standing, bending, kneeling and moving between different areas of the school site.
- The role may require the post holder to respond quickly to pupils' needs, including accompanying pupils who run, move rapidly or require close supervision to maintain their safety and wellbeing.
- The job may require the moving and handling of pupils, physical support with transfers, positioning or personal care. Appropriate training and equipment will be provided.
- The post holder may be required to assist with lifting, carrying and setting up equipment used during lunchtime activities.
- The role requires the ability to support pupils with a wide range of physical, sensory, communication and behavioural needs, which may involve sustained physical effort throughout the working day.
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WORKING ENVIRONMENT

- The job will include clearing up blood or other bodily fluids of children. Appropriate training and equipment will be provided
- The role involves working both indoors and outdoors during the lunchtime period.

CONTACTS

- The jobholder works with teachers and pupils and is likely to have frequent contact with parents, carers and visiting professional staff, such as educational psychologists.

DISCLOSURE AND BARRING SERVICE (DBS)

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002). An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This Job Description agreed:**Postholder** _____**Headteacher** _____**Date** _____