

MAIN OFFICE:
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Teaching Assistant with Midday Supervisor Role Cuddington and Dinton C of School

Responsible to: Headteacher/SLT

General Duties:

- To support children within the class, including individual and small group interventions,
- Play and lunchtime supervision/ set up and serve lunch.
- To support teachers
- To promote the good behaviour and positive play of all children in school
- To promote links with families and support as necessary
- To follow school policies

Hours:

Monday to Friday 8.40am – 1.30pm (Junior site)

Monday to Friday 8.45am – 1.00pm (Infant site)

Specific Duties:

- To support children during play and lunchtimes to develop positive behaviour and to serve lunch to the children
- To work with children in or out of class as directed by the class teacher including provision of specific intervention programmes.
- The participation in preparation of resources, organisation and record keeping of activities and individual children's progress, under the direction of the teacher in charge.
- To monitor children's progress, identifying particular needs, difficulties and problems and feedback to the class teacher.
- Assist with assessing, recording and reporting on pupil progress and attainment.
- Foster and encourage children's achievement through demonstrating high expectations and providing exemplary role models
- Ensure through encouragement and support so that children always seek to attain highest standards
- Support teachers through ensuring all delegated tasks are carried out to the highest standards and within deadlines
- Support teachers' assessment procedures through completing evaluations promptly and providing any observations which might be appropriate
- Taking an active role in the everyday life of the school

- Report any child protection concerns immediately to the named person, in accordance with school procedures
- To display values and behaviours suitable for working with children and young people
- In addition to the above to take on any other duties which may be reasonably delegated by the Headteacher