

Lunchtime Teaching Assistant (LTA)

JD and Person Specification

To inspire and empower our pupils and our community to be ambitious,
fearless and successful.

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|--------|---|-----------------|-------------------|
| Grade: | Scale Two | Responsible to: | Class Teacher/STA |
| Hours: | 12-1.30pm 7.5 hours per week, term- time plus 10 hours CPD (total 7.76 per week) | Manages: | N/A |

Purpose of the Job:

To provide lunch cover and support with routine tasks for pupils with SLD & PMLD, to ensure their safety, welfare and engagement during eating and drinking sessions and playtime.

Main Activities and Responsibilities

1. Help individual pupils by implementing eating and drinking programmes as set by the class teachers and therapists.
2. To develop an awareness of medical issues relating to children with complex needs.
3. To engage children in sensory sessions, including food exploration.
4. To work alongside the school nurse and Education Care Assistant to ensure the children's feeds are supervised as required.
5. To develop an understanding of the importance of healthy eating and the affect on children's weight and to report any concerns.
6. To deliver one to one programmes.
7. To sensitively supervise more independent children and develop their skills.



8. To help with toilet training programmes as well as changing dependent children.
9. To deliver play activities both indoors and in the playgrounds, adapting activities to meet children's needs
10. To use appropriate communication and behaviour strategies as advised by the class team and therapists
11. To safely move and handle pupils according to school policy.
12. To work cooperatively with all school staff to manage mixed ability groups of children across lunchtime.
- 13 To help maintain a safe and engaging learning environment indoors and outdoors
14. As directed, the post holder will undertake additional duties that may arise from time to time that are commensurate with the grade of the post.
13. To be willing and able to work at more than one location in the borough for the school.

Training and Meetings

As well as one and a half hours work a day during term time there is a requirement to undertake 10 hours of additional relevant training (e.g. eating and drinking , Moving and Handling, safeguarding and attending planning meetings)



Person Specification - LTA

| <i>The person specification is used to shortlist applicants for tests and/or interviewS</i> | <i>Essential</i> | <i>Desirable</i> |
|---|-------------------------|-------------------------|
| A commitment to the educational rights of children with complex learning difficulties. | x | |
| Experience of working with children or supporting children with special educational needs (SEN). | x | |
| Ability to relate to pupils with complex learning difficulties, to interact with them patiently and constructively whilst promoting their independence. | x | |
| Ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency. | x | |
| A clear understanding of the importance of the school meal and the midday break, being a social and educational occasion. | x | |
| The ability to engage with children through a variety of ways, with a strong understanding of the importance of play. | x | |
| The ability to accept guidance and direction from teachers, STAs and other staff and to follow their instructions | x | |
| Ability to work cooperatively with other people as a team. | x | |
| The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff with a good level of written and spoken English. | x | |
| A willingness to develop professional skills and participate in Performance Management reviews and training. | x | |
| Ability to understand the School's Governing Body's and Local Authority's policies, e.g. Safeguarding, health and safety, staff conduct and behaviour. | x | |

