

Performance Management Objectives for Support Staff

Senior Lunchtime Supervisor

Performance Objectives

Meet each half-term and deal with any issues as needed or identified in supervision session with deputy headteacher.

Support lunchtime supervisors by holding regular meetings to communicate and collect information. Encourage lunchtime supervisors to share their ideas and respond appropriately.

Ensure log books are completed and evidence collected.

Check log books each week and ensure issues have been dealt with by senior staff.

Ensure all staff are informed of day-to-day issues and changes to routine.

Write appropriate notices on the lunchtime supervisors' whiteboard.

Speaking to every supervisor daily, to raise team involvement.

Liaise with deputy headteacher or designated senior teacher to give and receive information.

Produce duty rotas each half term.

Support the lunchtime supervisors in encouraging children to take part in playtime activities at lunchtimes.

Ensure food spillage is dealt with immediately.

Support children with dining by helping/showing them how to cut up food and use cutlery.

Ensure 'Young Leaders' are carrying out constructive activities with pupils.

To attend school on all five teacher training days and use the time to liaise with the lunchtime supervisory team on matters to do with organisation and effective pupil management at lunchtimes. Feed back to the headteacher on the work completed.

Timely reporting on incidents of positive and negative behaviour to a member of the senior management team.

Review dinner hall rules.

Review wet play routines.

Establish a system to reward good behaviour and address inappropriate behaviour.

Suggest new play activities.

Encourage all groups of pupils to play together.

Work with peer mentors/buddies.

Behaviour Objectives

To help promote a happy, secure school experience for all staff and pupils at lunchtime by:

- *Modelling how to treat the children fairly and with respect when answering questions*
- *Remaining calm and reassuring when dealing with children and staff*
- *Modelling how to respond to children with differing needs*
- *Providing support to lunchtime supervisors in difficult situations*

Lunchtime Supervisors

Performance Objectives

Support the children in enjoying and achieving at school, by encouraging them to take part in play activities at lunchtime.
Organise a game or activity for a group of children to play each day.

Support children in having an enjoyable experience in the dining hall by:

- *Promoting calm conversation between children through own modelling*
- *Model good table manners and reward children for good behaviour*
- *Assist children with cutting food where necessary and encourage good use of cutlery*

Support pupils in resolving their conflicts through modelling and supporting the school conflict resolution programme.
To keep up to date with developments within the school by attending two lunchtime supervisor team meetings per term.

To be an effective part of a lunchtime team by:

- *Assisting the senior lunchtime supervisor/headteacher to secure the safety, and welfare of pupils during the midday break.*
- *Effectively supervise pupils in and about the premises and site of the school*
- *To uphold and support the Catholic ethos and mission of the school*

To supervise and control pupils in the dining hall.

To supervise and control of pupils in the playground and about other school premises.

Report to the class teacher and other colleagues (as appropriate) on day to day matters.

Ensuring that pupil who suffers accident or injury is dealt with appropriately in accordance with the school's agreed procedures.

Deal with any body spillages in the dining hall in accordance with infection control procedures

Ensure pupils go to the medical room if appropriate.

Ensure that the senior lunchtime supervisor and class teacher are correctly notified of all accidents/incidents.

Ensure that all forms and letters are completed correctly and distributed appropriately.

To develop the necessary skills to allow the senior lunchtime supervisor/headteacher to engage more productively with the pupils.

Provide an effective environment for good play (ensuring safety, appropriate discipline techniques, understanding of anger management and behaviour issues for children and leading exciting and stimulating play activities).

To follow the agreed dining hall procedures correctly to ensure lunchtimes run smoothly, to allow pupils to develop appropriate social skills and to keep pupils safe.

To attend school on all five teacher training days and use the time to liaise with the lunchtime supervisory team on matters to do with organisation and effective pupil management at lunchtimes.

Behaviour Objectives

To help to promote a happy, secure experience for all pupils at lunchtime by:

- *Treating the children fairly and with respect when answering their questions*
- *Remaining calm and reassuring when dealing with children*
- *Responding appropriately to children with different needs*

Support the aims of the school as an inclusive Catholic culture by following all school policy and procedures, especially:

- *The Care and Control Policy*
- *Behaviour Policy*
- *Code of Conduct of Employees Policy*

Provide support to children with differing needs, to ensure they feel a valued member of the group.

Inform the class teachers of any, problems by communicating in a clear and effective manner.

Teaching Assistant Level 4

Performance Objectives

To assist the teacher, by ensuring that all learning materials meet the expected standards of quality and are prepared in time for the start of each session as detailed in the lesson plan.

Create a bank of quality materials to assist the current year group teachers, including differentiation for gifted and talented children and pupils with special educational needs.

Provide guidance for colleagues by leading development sessions on subjects such as the above.

To assess, plan, prepare and lead intervention programmes, liaising with the appropriate team leaders and team members.

Research and develop strategies to ensure progress with children.

Feedback and liaise with class teachers and teaching assistants.

Make suggestions to meet lesson objectives, whilst differentiating for children with special educational needs.

Feedback to colleagues on any in-service training undertaken.

Ensure that the medical procedures and policies are adhered to.

Ensure that childrens' medical records and resources are up to date.

Make sure that a good line of communication between parents and the school is maintained.

Log and report medical issues etc to the Headteacher and review termly.

Develop an audit checklist for procedures and supplies.

Liaise with the school's health and safety representative and school nurse to produce risk assessment for areas responsible for.

Carry out induction processes with any non-teaching students in school.

Behaviour Objectives

Work collaboratively, be proactive, use initiative and communicate in a clear and effective manner about children's progress or problems which will impact on the year group's planning.

Teaching Assistant Level 3

Performance Objectives

Support allocated pupils with special educational needs to achieve the targets in their individual education plans.

Implement all aspects of individual education plans provided by the special educational needs co-ordinator, including keeping records of teaching and progress made.

Liaise with the special educational needs co-ordinator and contribute to reviews.

Provide feedback on progress and successful strategies.

Be an advocate for the allocated pupils in all aspects of school life.

Make suggestions for improving interventions.

Develop own intervention plans.

Support target group pupils in the class with reading and numeracy, so that they achieve their end of year targets in reading and mathematics.

Carry out, on a daily basis, reading sessions and mathematics sessions, following the guidance given. Keeping records of:

- *Attendance*
- *Reading materials covered*
- *Numeracy aspects taught each day*

Provide effective classroom support by:

- *Ensuring good quality learning materials are prepared in time for the start of each session as detailed in the weekly planning*
- *Monitoring and keeping up to date the home records*

Create a bank of quality materials to assist current year group teachers, including differentiation for special needs and the gifted and talented.

Provide guidance for colleagues by leading a development session on the materials for others.

Research strategies to support the challenging behaviour of specific children in the allocated year group.

Share research and any resources used with other colleagues, or conduct further research.

Support learning in the Foundation Stage by participating in assessment procedures.

Lead sessions with groups in the Foundation Stage.

Mark and set the questions for reading groups in line with school policy.

Develop personal understanding of the difficulties associated with speech and language, through research and continuing professional development

Behaviour Objectives

To help to promote a happy, secure experience for all pupils by:

- *Remaining calm and reassuring when dealing with children.*
- *Responding appropriately to children with different needs.*
- *Consistently applying the school behaviour routines and rules*
- *Work collaboratively and communicate in a clear and effective manner with the year group teachers, by providing regular feedback about childrens' progress or problems which will impact on the year group planning.*
- *Being proactive and using initiative.*

Teaching Assistant Level 2

Performance Objectives

To support and encourage the effective use of the school library by:

- *Ensuring books are kept in an orderly state and disposing of any out-of-date or damaged books*
- *Keep track of the books being asked for and borrowed from the library*
- *Produce a report for the literacy/theme co-ordinators on shortages of any particular type of book*
- *To work with the Key Stage 2 library co-ordinator to ensure that the new library system is running effectively and efficiently (with maximum pupil uptake of the loaning system to be monitored by using the data on the system)*
- *Ensure that the library remains a tidy and stimulating place for pupils to engage with their love of reading*

To work with a focus group of Year 2 pupils who have special educational needs or are underachieving.

To develop skills in classroom display and in creating a visually attractive environment for pupils to use as a tool in their learning (this to be achieved through, research, continuing professional development and through observing examples of good display in school and in other schools).

To support groups of pupils in the class with reading so that they achieve their end of year targets by:

- *Working with groups of pupils assigned by the class teacher*
- *Developing own knowledge of reading skills, including use of question banks*
- *Give assistance to pupils with difficulty, as appropriate*
- *Make notes on any difficulties and relate these to the class teacher*

To support pupils with challenging behaviour in class by:

- *Implementing the Individual Behaviour Plans provided by the school SENCO*
- *Keeping notes of any issues or patterns noticed to inform any reviews which take place*
- *Ensuring consistency in applying school routines and systems so that a trusting relationship is developed*

To assist the class teacher by working with nominated children on agreed tasks to achieve their individual education plan targets.
To keep up to date with developments within the school, pertaining to whole school issues and/or those specifically relating to teaching assistant duties by attending two teaching assistant team meetings per term.
To observe and reflect on good practice in other settings.
To continue to support rigorous and systematic teaching which will support the target group to reach their end of year levels.
Use materials from training and research to produce a resource on the computer that staff can use to support teaching and learning in religious education.
Continue to develop skills and knowledge in supporting children with behaviour management.
Develop the school's onsite provision for forest school activities and other creative curriculum activities.
To successfully complete (External Course/Award).
Audit first aid materials half-termly and restock as appropriate.
Run intervention projects where appropriate in the classroom.

Behaviour Objectives

To help to promote a happy, secure experience for all pupils by:

- *Remaining calm and reassuring when dealing with children*
- *Responding appropriately to children with differing needs*
- *Consistently apply the school behaviour routines*

To support the aims of the school, as an inclusive Catholic culture, by following all school policies and procedures. especially:

- *The Care and Control Policy*
- *Behaviour Policy*
- *Code of Conduct for Employees Policy*

Special Educational Needs Teaching Assistant

Performance Objectives

Support allocated special educational needs pupils to achieve their individual education plan targets by:

- *Implementing specific aspects of the individual education plans provided by the special educational needs co-ordinator, including, keeping records of teaching and progress made*
- *Liaising with the special educational needs co-ordinator and contributing to review meetings to provide feedback on progress and successful strategies*
- *Being an advocate for the allocated pupils in all aspects of school life*

Ensure continuity between home and school for allocated pupils by:

- *Communicating with parents at reviews and through the use of home/school books*
- *Attend individual meetings with parents as required*
- *Setting and monitoring of appropriate homework to consolidate key skills being taught*

Ensure continuity between special educational needs work and class work by:

- *Record keeping*
- *To work with a focus group of Year 6 pupils who have special needs or who are underachieving to ensure that they maximise their SATs potential in reading, writing and mathematics*

Behaviour Objectives

To help to promote a happy, secure experience for all pupils by:

- *Remaining calm and reassuring when dealing with children*
- *Responding appropriately to children with different needs*

Learning Mentor

Performance Objectives

Support the individual needs of targeted pupils so that they achieve their end of year targets by:

- *Liaising with the headteacher and the assistant headteacher to prioritise cases*
- *Plan or adapt a suitable programme of activities to address the needs of each child*
- *Maintain a folder of individual and group plans and evaluations*
- *Develop personal professional skills and knowledge through attending network support meetings*

Support the learning of pupils by:

- *Planning and delivering activities each week around the individual needs of children in the group*
- *Regularly recording observations*
- *Contributing to assessment and records of the emotional and educational progress*

To help promote a happy and secure experience for all pupils at Breakfast Club by:

- *Planning and delivering leisure activities for groups of pupils each day*
- *Organising the other Breakfast Club staff to provide homework and reading support for pupils*
- *Promoting calm conversation between children*
- *Modelling good table manners and rewarding children for good behaviour*

Behaviour Objectives

To help promote a happy, secure experience for all pupils by:

- *Remaining calm and reassuring when dealing with children*
- *Responding appropriately to children with different needs*
- *Consistently applying the school behaviour routines, rewards and sanctions*

Breakfast Club Playworker

Performance Objectives

To help to promote a positive experience for all pupils at Breakfast Club by:

- *Delivering leisure activities for groups of pupils each day*
- *Promoting calm conversation between children through own modelling*

To help to ensure the safety and well being of all pupils at Breakfast Club by:

- *Modelling good table manners and rewarding children for good behaviour*
- *Ensuring pupils are registered and that they do not leave the Breakfast Club without permission*
- *Ensuring pupils are brought safely to their classrooms at the end of the session*

Maintain the cleanliness, tidiness and safety of the dining hall by:

- *Ensuring all equipment is cleared away and stored in the storage cupboard at the end of each club session*
- *Ensuring no belongings are left behind at the end of each club session*
- *Ensuring all tables are clean and litter is removed at the end of each club session*

Behaviour Objectives

To help promote a happy and secure experience for all at the Breakfast Club by:

- *Remaining calm and reassuring when dealing with children*
- *Responding appropriately to children with differing needs*
- *Consistently applying the school behaviour routines, rewards and sanctions*

Building Services Manager

Performance Objectives

Maintain the cleanliness, safety and good appearance of the school site, including playgrounds, car parks, gardens and fields by:

- *Clearing litter and leaves from all areas daily*
- *Ensuring tools and equipment are stowed tidily, immediately after use*
- *Keep all playground bins clean, changing bags at least weekly*

Maintain the cleanliness and good appearance of all areas of the school buildings by:

- *Carrying out the weekly cleaning schedule to a high standard*
- *Ensuring tools and cleaning equipment are stowed tidily in the building services manager's office after use*
- *Maintain the building services manager's office in a clean and tidy condition, ensuring it is kept locked when vacant*

Identify ways to reduce energy consumption on school premises by:

- *Ensuring all doors and windows are closed at the end of the school day*
- *Ensure that the heating systems are adjusted to take into account holiday periods and weekends*
- *Monitor and submit readings for gas and electric usage. Report the figures to the School Council monthly*

To consult with the headteacher regarding the maintenance of the school site in relation to health and safety.

To offer solutions and seek costings to address issues and to report on the findings to the headteacher with options and costs.

To ensure areas that need addressing are clearly labelled as 'out of order' or removed whilst waiting to be addressed.

To develop a map of the buildings and assign colour coding to location of mains gas, electricity, water supplies and controls the location of fire fighting equipment, alarms, first aid kits and boiler control instructions.

Provide the information to all relevant staff for use in the case of emergencies occurring when the building services manager is not on site.

To maintain regular tests, checks and certification in the Log Book.

To liaise with the relevant agencies to ensure that all checks are conducted and carried out appropriately.

To review levels of energy use and identify ways to reduce consumption.

To further develop the Foundation Stage play area, by liaising with Early Years Foundation Stage staff to redesign the area and to visit other Foundation Stage play areas to evaluate options.

Behaviour Objectives

To support the smooth running of the school through efficient communication with senior leaders by:

- *Using a whiteboard to record daily timetable*
- *Signing in and out of school*
- *Completing a holiday form four weeks in advance of taking time off*

Cleaner

Performance Objectives

Maintain ongoing cleanliness and good appearance of designated areas by:

- *Carrying out weekly cleaning schedule to a high standard*
- *Clearing spillages of materials and removing resistant stains in the designated areas in accordance with agreed safe working practices*
- *Cleaning toilets and washrooms to a high standard*
- *Replenishing disposable items as necessary*

Maintain the tidiness and safety of designated areas by:

- *Removing waste from designated areas*
- *Ensuring any breakages or hazards are reported to the site manager or school business manager*
- *Ensuring cleaning equipment is stowed tidily after use and that chemicals are stored in accordance with the Confederation of Health Service Employee Regulations*
- *Ensuring shutters and windows are closed and electrical equipment, including lights are turned off, when leaving each designated area at the end of the day*

Contribute to a high standard of hygiene and cleanliness of designated areas by:

- *Carrying out extra cleaning activities on days when pupils and/or staff are not in attendance*
- *Complete 'deep clean' schedule whilst the school is closed for holiday periods*
- *Ensure precautionary cleaning of high contact surfaces in the event of reports of infectious illnesses*

Behaviour Objectives

Work co-operatively as member of cleaning staff team by:

- *Good time keeping and maintaining attendance records*
- *Completion of individual tasks following instruction*
- *Assist other team members when required*

School Business Manager

Performance Objectives

Ensure accountability and probity in the management of school finances by:

- *Managing budgets and maintaining accurate financial information, to assist effective monitoring to achieve the school's educational goals and priorities*
- *Providing and presenting accurate accounts of the school performance*
- *Undertaking effective procurement processes to ensure value for money*

Develop and improve the school's indoor and outdoor environment to promote the safety, well being and learning opportunities of all pupils by:

- *Drawing up or obtaining outline specifications for new buildings, outdoor facilities and refurbishments*
- *Presenting options to governors for consideration and agreement and providing progress reports*
- *Obtaining tenders, planning permission, and liaising with contractors and the school architect*

To assist designated staff in performing their roles through effective communication, identifying issues and opportunities and giving constructive feedback by:

- *Implementing the performance management cycle including setting objectives, mid-term review and final review for the administration assistant, the building services manager, the breakfast club playworker and the cleaner*
- *Holding regular supervision meetings at which designated staff can discuss duties, workload, communication, time keeping and attendance, progress towards objectives, training needs and any other issues*

To lead the school in achieving its energy display certificate.

To develop further CMIS knowledge.

Oversee statutory compliance work, ensuring compliance and seeking out savings.

To ensure that the school fully complies with the new School Admissions Code.

Meet with parents to offer support and guidance re admissions policy and procedures.

Ensure the prompt return by parents to offers of admission places.

Maintain waiting lists for in-year admissions.

Prepare relevant paperwork for headteacher and chair of governing body to present to the Admissions Committee.

Behaviour Objectives

To contribute to the vision, values, moral purpose, learning styles, leadership styles and ethos of the school by:

- *Articulating school values through expectations of staff, students, community and stakeholders*
- *Being aware of current and emerging trends and developments in education policy, nationally and locally*

Administration Assistant

Performance Objectives

Monitor and encourage improved pupil attendance and punctuality by:

- *Sending first day absence text messages before 10.30am each day, requesting information from parents of pupils absent without reason*
- *Making follow up telephone calls by 12 noon, to parents from whom no response has been received.*
- *Running monthly CMIS absence and punctuality reports*
- *Completing a report of attendance and punctuality below 90% for action by the Headteacher/school business manager*
- *Maintaining accurate records on attendance and alert parents and carers of unauthorised absence, within deadlines.*
- *Working with the school attendance officer/education welfare officer to identify trends and persistent non-attendance*
- *Producing reports for headteacher/governors on the above*

Ensure the safekeeping and efficient accounting of incoming cash by:

- *Providing receipts as requested*
- *Recording income on paper records or Adsum4 system and completing paying-in book slips*
- *Storing cash securely in the safe when leaving the office and preparing it for Securicor for banking as applicable*
- *Storing receipts for cash deposits efficiently*

Helping to ensure the efficient running of Breakfast Club and After School Club by:

- *Co-ordinating bookings from parents*
- *Liaising with the after school club staff regarding bookings*
- *Managing payments from parents, including receipts and safe handling of cash*

To review layout of office area and reception area each term, to suggest ways in which reception area could be enhanced.

Behaviour Objectives

Support the Christ-centred ethos of the school by:

- *Presenting a positive and welcoming reception to all pupils, visitors, parents and staff*
- *Remaining calm and reassuring when dealing with pupils, parents, visitors and staff*
- *To demonstrate through personal behaviours with staff and pupils, that the Catholic ethos of the school and the importance of respecting one another, is understood and modelled*