

Willow Tree Primary School

Teaching Assistant Level Two (JE No: 1541)

Job title: Teaching Assistant

Ealing GLPC Grade: Scale 5

School:

Post No:

Line manager: Senior teacher, Class teacher, Senior Teaching Assistant

Supervisory responsibility: None, apart from assisting in work familiarisation of new members of staff.

Hours:

Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
 - To provide general support to the class teacher in the organisation and management of pupils and the classroom.
 - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
 - To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
 - To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
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Main responsibilities and tasks

Support for pupils:

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
2. To encourage pupils to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.
5. To supervise the children at all times during lunchtime on the school premises.
6. Ensure that the children are behaving appropriately in line with the schools behaviour policy at all times including the dining room, playground and during wet lunch times.
7. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
8. In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
9. Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.

Support for the teacher:

10. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
11. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.

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12. To provide regular feedback to teachers on pupils' achievement and progress.
13. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
14. To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.
15. To be aware of the planning of work and activities.
16. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

Support to the school

17. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
18. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
19. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
20. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
21. To attend relevant meetings and participate in training opportunities and professional development as required.
22. To attend relevant meetings and participate in relevant training and performance development as required
23. To adhere to school health and safety policy including risk assessment and safety systems
24. To adhere to school policy on equality and diversity

Support for the curriculum

25. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
26. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher

Signatures – line manager and job holder

Signature of Manager:

Date:

____/____/____

Signature of post holder:

Date:

____/____/____
