

Job Description For Teaching Assistant

School: Willowcroft Community School

Responsible to: Class Teacher

Introduction

To work under the instruction/guidance of teaching staff or our SEN Co-ordinator to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, Deputy Headteacher, SEN Co-ordinator or teaching staff. They will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

General Duties

Support for Pupils

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Provide learning support and emotional support for pupils, including on a 1:1 basis when required.
3. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
4. Establish constructive relationships with pupils and interact with them according to individual needs
5. Promote the inclusion and acceptance of all pupils
6. Encourage pupils to interact with others and engage in activities led by the teacher
7. Set challenging and demanding expectations and promote self-esteem and independence

Support for Teachers

1. Prepare classroom as directed and clear afterwards and assist with the display of pupils' work
2. Be aware of pupil problems/progress/achievements and report to the teacher as agreed
3. Undertake pupil record keeping as requested
4. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
5. Gather/report information from/to parents/carers as directed
6. Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

Support for Curriculum

1. Support pupils to understand instructions
2. Support pupils in respect of local and national learning, e.g. Early Years Curriculum, as directed by the teacher
3. Support pupils in using basic ICT as directed
4. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for School

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Safeguarding

Willowcroft School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All candidates will be requested to complete a DBS check and references will be required in line with our safeguarding policy.