



## Westbury on Trym CE Academy



JOB TITLE	Level 2 Teaching Assistant
GRADE	Bristol Grade 6
MANAGED BY	Phase Leader/Inclusion and Pupil Support Leader, Class Teacher Headteacher

### **Purpose of the Job**

To provide support for learning activities, as well as the social and emotional development of children on an individual or group basis, under the general direction of the line manager.

### **Key Job Outcomes**

#### **1. Support for children's learning**

Under the guidance of the teaching staff, provide direct support for the learning of individual children or groups of children, including those with special educational needs, to achieve defined progression targets in a child's individual education plan and in class plans through:

- activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour
- facilitating children's general physical, emotional and educational development
- supervising and encouraging safe behaviour of individuals and groups
- reinforcement of structured learning habits

which meets defined targets for accessing the curriculum as set by the class teacher/line manager.

#### **2. Support for the learning environment**

Under the guidance of the teaching staff, prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to:

- facilitate the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the classroom
- support the development of continuous improvement in both personal performance in the job and the work of the team
- assist in the development, monitoring, reviewing and progression of children's learning plans
- support invigilation and assessment processes, following procedures and under supervision

which promotes the attainment of standards in learning progress by the school required by the Head and Governors, the Diocese and the Office for Standards in Education [OFSTED].

#### **3. Care and support for children**

Attend to the day to day needs of children, inside and outside the classroom, by:

- provision of personal, social, hygiene, welfare and behaviour support
- awareness of the progress of individual children in attaining defined goals

- promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records
- reporting concerns about progress and identifying possible solutions to the teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programmes
- carrying out specified medical care procedures following direct specific training by a qualified practitioner.
- contributing to the assessment by the teacher of individual children's development through observation, record keeping, discussion with colleagues and teachers
- fostering and applying a supportive relationship with all children, including working in and out of the school location, outside the classroom and school site and in particular to promote acceptance and integration of children with special educational needs.

to promote the social, emotional and behavioural standards defined by school and LEA policies and procedures.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the Westbury on Trym CE Academy, and its commitment to safeguarding and equal opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- D. Fulfil wider professional responsibilities through:
  - Making a positive contribution to the wider life and ethos of the school
  - Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
  - Taking responsibility for improving services through appropriate professional development, responding to advice and feedback from colleagues
  - Communicating effectively with parents/carers

**Manager:** Headteacher

**Date of Job Description:** October 2020