

## **THE WESTBROOK TRUST**

### **JOB DESCRIPTION**

**Designation:** Teaching Assistant – D2

**Department:** Byron Primary School

**Responsible to:** Middle Leader

**Name:**

**Date:** September 2023

#### **1. Main Purpose of the Post**

To support teaching staff with all the general duties of teaching, especially for children with additional educational needs, so that children meet their academic targets for reading, writing and mathematics.

To provide pastoral support to pupils so that emotional barriers to learning are reduced and they develop spiritually, morally and socially.

#### **2. Accountability**

- (i) Provide teaching support in small groups and, where necessary, for individual pupils in order to aid the teaching of all curriculum subjects but especially the basic skills of literacy and numeracy.
- (ii) Assist in drawing up and undertake the delivery of group or individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure that individual pupil's or groups of pupils achieve their targets and to support the school to meet statutory targets. To carry out such assessments as required to provide evidence that targets have been met.
- (iii) Assist in drawing up and undertake the delivery of group or individual pupil learning programmes, either in withdrawal groups or within the classroom, to meet the specific needs of some children such as E2L, speech and language, fine and gross motor skills. To carry out such assessments as required to provide evidence that progress is being made.
- (iv) Assist teachers with observation and monitoring of pupil progress and maintain accurate records to demonstrate the impact of any interventions.
- (v) Provide activities to promote positive behaviour patterns, raise self-esteem and improve independent working.
- (vi) Supervise Physical Education lessons (under the direction of a class teacher), at playtimes and at lunchtimes to ensure the continued safety of

children and support the development of moral and social skills by planning, teaching and participating in playground games and activities

- (vii) Supervise children in the dining area ensuring good behaviour and manners and assist with ancillary duties such as clearing up spillages.
- (viii) Investigate and deal fairly and firmly with any disputes and incidents, reporting any serious behaviour and safety incidents to a member of the school leadership team.
- (ix) Maintain accurate written records of any behaviour and safety incidents.
- (x) Provide information about pupils to class teachers and others as required so that accurate reports can be prepared for parents, outside agencies and other schools
- (xi) Undertake duties relating to the setting up and running of an after school club in accordance with a whole school policy on Out of School Learning
- (xii) Undertake professional development and training activities as appropriate
- (xiii) Contribute to the achievement of and help to maintain the school mission, aims and values
- (xiv) Contribute ideas, opinions, and evaluations to support the preparation of the school improvement plan
- (xv) Attend staff meetings, development days and team/teacher /TA meetings as directed
- (xvi) Undertake any other duties as assigned by the head teacher
- (xvii) *Act in accordance with the race, gender and disability discrimination scheme and equal opportunities*

### **3. Person Specification**

Good general education including evidence of qualifications in English and mathematics.

NVQ Level 3 or equivalent

A willingness to engage in further study

A good knowledge of how to use basic ICT programmes e.g. word, Excel, PowerPoint and emails and a willingness to develop further ICT skills related to the teaching of pupils and administration of the post.

Excellent interpersonal skills

Good oral and written communication skills

Previous experience of working with primary aged children

Ability to work on own initiative

Ability to work as part of a whole school team

Commitment to supporting staff and pupils in raising standards

Commitment to participating in the wider aspects of school life such as special events

#### **4. Organisation**

The post holder is responsible to the class teacher or school leader to whom they are assigned.

The postholder has no direct supervisory responsibilities.

#### **5. Financial Accountabilities**

The post holder will have no financial responsibilities.

#### **6. Working Environment**

The post will be based within the school buildings and grounds but may involve accompanying pupils and teachers on school trips

**Signed Postholder** \_\_\_\_\_

**Signed Head Teacher** \_\_\_\_\_