



JOB DESCRIPTION - Teaching Assistant

JOB CONTEXT

We are proud of our many achievements at Wallace Fields Junior School – of our happy and friendly atmosphere and the hard work and innovation of the staff and pupils. Our school makes excellent provision for the personal and social development of the children and excellent achievement in academic results.

Our school values underpin all that we do at Wallace Fields Junior School. We encourage children to BELIEVE that they can “Dream more, learn more, do more, become more”.

JOB PURPOSE

To assist the Class Teacher to promote effective teaching and learning for pupils. To supervise the children in the canteen and playground at lunchtime under the supervision of the Senior Midday Supervisor.

MAIN PURPOSE:

To provide support for individual pupils/students in years 3 to 6 inside and outside the classroom to enable them to fully participate in learning activities, ensuring their safety and access to learning activities and where required, to utilise specialist skills and experience in providing support for pupils/students.

MAIN TASKS AND RESPONSIBILITIES

- To assist in the educational and social/emotional development of pupils and students under the direction and guidance of the Headteacher, Deputy Headteacher, SENDCo and Class Teacher
- To assist in the implementation of person centred education and behaviour support plans and help monitor and record progress
- To assist the teacher in the management of pupils and the classroom (this activity may also be undertaken outside the main teaching areas)
- To help create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and our Positive Behaviour policy
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- To promote self-esteem and independence, whilst recognising the needs of children with a range of special needs including autism and English as an Additional Language (EAL)
- To help pupils access learning through a range of modified activities by preparing and using equipment/resources required to meet the lesson plans
- To track progress through assessment and monitoring arrangements, utilising SEND tracking systems under the direction of the SENDCo
- To work with other professionals, such as speech and language therapists, occupational therapists, educational and clinical psychologists as required
- To model professional behaviour at all times
- To comply with the school's policies and procedures

- To provide midday supervision at lunchtime under the direction of the Senior Midday Supervisor which includes administering minor first aid
- To participate in training and other learning activities as required e.g. phonics and additional interventions under the direction of the Class Teacher
- To undertake any other duties as may from time to time be specified, that are within the level and responsibility appropriate to the grade of post

PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING

- Participate in regular support, appraisal and review meetings with line management
- Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role
- Attend and participate in regular team and other meetings, both internal and external

POLICIES AND PROCEDURES

- The post holder will be expected, at all times, to be familiar and comply with the written policies, procedures and guidelines for good practice
- Ensure the Health & Safety policy and procedures are adhered to at all times
- Take personal responsibility for own health and safety and report incidents and potential hazards as necessary

CHILD PROTECTION

- All employees have a duty for safeguarding and promoting the welfare of children and young persons
- Staff must be aware of the school's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay
- Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role

ETHICS AND CONFIDENTIALITY

- The school operates in a constantly changing environment and as such work priorities and objectives may change
- The school reserves the right to make reasonable changes to the job purpose and accountabilities
- All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public