

Woodhouse Primary School

Job Description

This job description outlines the main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Job Title Scale 3 Teaching Assistant

Grade Scale 3 (pts 5-6)

Prime objective of the post

Under the direction and guidance of the SENCo and class teacher, support individuals or groups of identified pupils in order to raise attainment and accelerate progress.

Duties and responsibilities

1. Pupil Support

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning by helping them overcome barriers to learning in order to achieve their full potential.
- In consultation with the teacher or SENDCo, plan and deliver intervention and support programmes on a one-to-one basis or to groups of pupils related to their core skills, emotional, social and curriculum needs.
- Provide individual or group assistance through implementing behaviour plans and teaching strategies to maximise their achievements.
- Run nurture groups in order to help meet the social and emotional needs of some vulnerable pupils.
- Actively encourage the inclusion of all pupils to participate in the life and activities of the school, accessing the national curriculum and enrichment opportunities to the best of their ability.
- Establish productive working relationships with pupils, acting as role model and setting high expectations.
- Contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attend meetings as required.
- Provide feedback to pupils in relation to progress and achievement.
- Maintain accurate records of work for each assigned pupil and update regularly.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Supervise pupils throughout the school lunchtime period, both indoors and outdoors.
- Supervise pupils in the dining hall, guiding them in the correct use of cutlery and table manners and encourage them to eat all their food.
- Provide stimulating, effective and well-organised activities which engage pupils in constructive play and enhance pupils' learning. Encourage them to learn and participate in new games and activities.
- Ensure that pupils are behaving appropriately in line with the school's behaviour policy, including in the dining room, playground and during wet lunch times.
- Assist with the serving of lunches having regard for high standards of hygiene at all times.
- Assist with the washing of utensils and equipment including storing away safely or stacking for collection.
- Assist with the general cleaning and tidying of the hall after the food has been served, including sweeping the hall floor, cleaning up any spills and washing tables and seat pads.

2. Teaching Support

- Under the guidance of the teacher, undertake duties in accordance with school practices and procedures, ensuring the philosophies of the school are upheld and promoted.
- Provide objective and accurate feedback / reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Ensure pupil progress is clearly recorded in the relevant systems and relates to the learning objectives / targets for pupils.
- Monitor and evaluate pupil responses to learning activities and adapt accordingly through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide one to one support to pupils or small groups of pupils on pre-planned activities to reinforce the teachers' approach.
- Implement and evaluate specific curriculum plans and activities for groups of pupils to meet the individual needs of those pupils.
- Organise and manage an appropriate learning environment and resources, ensuring equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- Participate in, and assist with, the supervision of educational visits.
- Working under the supervision of the class teacher, support learning, social, emotional and physical development of the pupils.
- Promote positive pupil behaviour, dealing promptly with inappropriate conduct and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Contribute to the presentation of pupils' work and maintenance of display areas in classrooms and communal areas.
- Provide clerical and administrative duties where required.

3. General

- Follow the school's safeguarding policies and procedures.
- Provide effective school / parent liaison.
- Attend meetings as required by the Senior Leadership Team.
- To be involved in ongoing reviews of skills and competencies, undertaking relevant training and development as required in consultation with the Senior Leadership Team.
- To take part in any CPD activities appropriate to the role.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Headteacher or SENDCo from time to time, in consultation with the postholder.
- The postholders' duties must at all times be carried out in compliance with the school's policies, including the School Improvement Plan.
- Take reasonable care of the health and safety of self, other people and resources whilst at work.

Date

Signed.....Post Holder

Date

Signed..... Headteacher