



**Job Description:** Teaching Support Assistant

**School:** Westmeads Community Infant School

**Salary Scale:** KSA

**Responsible to:** Line manager

**Purpose of the Job:**

To work with teachers as part of a professional team to support teaching and learning for pupils, raising standards of achievement, progress and social and emotional well-being.

**Key duties and responsibilities:**

**a) Providing appropriate provision for pupils**

1. Under the guidance and direction of the class teacher, facilitate and implement the appropriate teaching, learning and support required by the children in the class, in line with the school's vision and teaching and learning policy.
2. In liaison with the class teacher and SENCO, lead specific, targeted interventions where appropriate and as detailed on the provision map. Ensuring that appropriate resources are sourced, prepared and used to maximum impact. Contribute to the assess-plan-do-review cycle to ensure that the most appropriate interventions are put in place.
3. Provide feedback to teaching teams and updating relevant records at agreed time intervals.
4. Establish and promote a productive relationship with all pupils in the class, acting as a role model and setting high expectations for learning, behaviour and independence.
5. Promote the inclusion and independence of the pupils within the classroom and school.
6. Liaise closely with teachers, SENCO and other relevant agencies regarding the work set for pupils. Assist with producing and setting out learning materials/resources, including ICT.
7. Establish constructive relationships and communicate with other relevant professionals and parents (in partnership with the teacher) to support pupils' learning and progress.
8. Ensure the health, safety and welfare of the pupil is maintained at all times, responding appropriately to signs of health problems. Provide the appropriate pastoral care to ensure children maintain positive emotional wellbeing.
9. Accompany the pupils on educational visits.



## **b) Other Professional Responsibilities**

1. Contribute to the overall ethos, aims and work of the school.
2. Provide administrative assistance to the class teacher as required and appropriate.
3. Attend regular team meetings for the Key Stage and TA teams and participate in training activities.
4. Attend and contribute to parent consultations and termly reports written by the class teacher.
5. Be aware of, uphold and contribute towards the developments of the school's policies and procedures, especially:
  - a. Health & Safety
  - b. Curriculum
  - c. SEND
  - d. Equal opportunities
  - e. Child Protection
  - f. Confidentiality
6. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
7. Undertake playtime supervision duties as required.
8. Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
9. Attend and support fundraising events.

## **Safeguarding**

To follow the school's policy and procedure for Child Protection and Safeguarding, reporting any concerns immediately to the Designated Safeguarding Leads (DSL).

*This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.*