

# Wrotham Road Primary School

Name: \_\_\_\_\_

## **Job title: Teaching Assistant**

*Reports to: Class teacher and Phase Leader / Senior Leadership Team / Head Teacher*

### **Purpose of the job:**

- To support the class teacher in the teaching and welfare of children to ensure they achieve their potential
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs
- To assist in the maintenance of children's records
- To promote the school's values

### **Necessary Experience:**

- Good standard of general education together with good Maths and English skills
- Level 2/ 3 (or equivalent) in Childcare
- Use of basic technology e.g. computer, video, photocopier
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- Good influencing skills to encourage pupils to interact with others and be socially responsible
- Successful recent experience of working with children of a relevant age
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
- Understanding of relevant policies, codes of practice, legislation.
- Basic knowledge of first aid an advantage
- Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
- Must have excellent communication skills, both verbal and written
- Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations

### **Preferable Experience:**

- Previous experience of working with children
- Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality

## **Accountabilities:**

### **As a Teaching Assistant:**

- Ensure the maintenance of a clean, orderly and safe working environment
- Assist the teacher with quality first teaching of ALL pupils including those with SEN (Special Educational Needs), EAL (English as an Additional Language), PP (Pupil Premium), AMA (Academically More Able)
- Support the pupils in accessing learning activities as directed by the teacher to enable pupil progress towards their targets
- Support the class teacher in giving feedback to children, verbally or through marking books
- To teach a prescribed phonics programme (Read Write Inc.) daily to a small group of children, to be able to assess progress of phonics development
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Undertake record keeping in respect of pupil learning and behaviour management as directed by the class teacher
- Follow the school policy on behaviour management and, where appropriate, to know and apply positive handling strategies
- Support the class teacher in the pupils' reading, changing of books, upkeep of reading records, assessment of reading level/age, visits to the school library
- Report any child protection issues directly to the DSL
- Deliver a targeted programme of work as directed by the Provision Maps created by the class teacher and the Inclusion Manager, create entry and exit data (where appropriate) to monitor progress and impact
- Contribute to the overall aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans
- Attend appraisal meetings and provide evidence to show professional development and impact, allow for observations and receiving feedback relating to targets
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to further professional development;
- Follow the code of conduct and policies for all staff in respect of drugs and alcohol, confidentiality, child protection, health and safety, security, equal opportunities (policies available from the Head Teacher)
- Liaise with the class teacher in order to be able to deliver any Personalised Learning Plans effectively
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times
- Share good practice with colleagues, receive support from others in areas of development
- Assist with the reception and departure of children at the beginning and end of school sessions (be in classroom)
- When directed, escort and supervise pupils on planned visits/journeys, administering medications (if trained and where necessary) and ensuring good behaviour
- Assist with the preparation of resources e.g. photocopying, making resources, filing, laminating
- Assist with PTA events
- Be computer literate, read and respond to emails, receive training on and use of the online Provision Map system
- Supervise children during break time as part of a rota system, behaviour management and basic first aid
- Attend appropriate staff meetings and training days/events as requested

Head Teacher: \_\_\_\_\_ date: \_\_\_\_\_

Post Holder: \_\_\_\_\_ date: \_\_\_\_\_