

Teaching assistant at Wynstream Job Description ‘Aiming Higher, Achieving More’

PURPOSE OF JOB

To work under the instruction and guidance of the Special Educational Needs and Disabilities Coordinator (SENDCO) to support access to learning for a key, identified pupil and/or groups of pupils in the school.

SUPERVISION ARRANGEMENTS

At Wynstream Primary School, we value our Teaching Assistants very highly and believe that that their input can have a hugely positive impact on pupil progress. Therefore, we expect our Teaching Assistants to work with individuals or groups of children, both supervised and unsupervised, on learning activities prepared by the class teachers, or prepared by themselves in conjunction with the class teachers or SENDCO. Work may be carried out in the classroom or may take place outside the main teaching area(s).

MAJOR RESPONSIBILITIES

To work under the instruction/guidance of the SENDCO and liaising with teachers to enable effective access to learning for children by:

- Working closely with a specific child with Special Educational Needs and/or Disability (SEND)
- Working closely with groups of children who may have identified additional needs
- Being prepared to work with children from a range of classes across the school
- Having due regard to the requirements of individual plans, e.g. a child's Education, Health and Care Plan (EHCP), school Learning Plan or Intimate Care and Toileting Plan
- Attending to the welfare and personal care of pupils including others with special educational needs, as required
- Delivering pre-determined learning/care/support programmes, including 1:1 or small group Speech and Language programmes and/or reading interventions
- Implementing literacy/numeracy intervention programmes
- Running other interventions as required

DUTIES

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment
- Promote positive behaviours in line with Wynstream's Behaviour Policy
- Using strategies, in conjunction with the class teacher, to support pupils to achieve identified learning goals
- Assisting with the planning and resourcing of learning activities on a regular basis
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress and challenges observed during lessons and interventions
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour

- Establishing constructive relationships with parents/carers and where appropriate and participating in feedback sessions with parents alongside the teacher

It should be noted that a good level of physical fitness is required for this role.

Supporting pupils by:

- Supervising and providing support, primarily those with SEND, ensuring their safety and access to learning activities
- Attending to pupils' personal needs, including their intimate care and toileting, if required
- Supporting with the development and implementation of Learning (Provision) Plans and Intimate care / Toileting Plans
- Establishing positive relationships with pupils and interacting with them in a way that promotes the inclusion and acceptance of all
- Encouraging pupils to interact positively with others and to engage in activities led by the teacher
- Setting high expectations for learning and behaviour while developing pupils' self-esteem and independence skills
- Providing feedback to pupils in relation to their progress and achievement

Support the curriculum by:

- Undertaking structured and agreed learning activities/intervention programmes and adjusting these according to pupil responses
- Supporting the use of ICT in learning activities, where appropriate, and developing pupils' competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

Support the school by:

- Being aware of and complying with policies and procedures relating to Child Protection, Health & Safety and to security, confidentiality and data protection, including reporting any concerns to an appropriate person in the school
- Supporting and celebrating difference and diversity and striving for equity for pupils
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the roles of other professionals
- Attending relevant meetings as required (within working hours)
- Participating in training and other learning activities and performance development as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- Promote and enhance the strong reputation of Wynstream in the local and wider community.
- Conducting oneself in such a way that is a model of good citizenship for our pupils