



WOOKEY PRIMARY SCHOOL

And Little Acorns Preschool

Wells Road, Wookey, WELLS, Somerset, BA5 1LQ

Acting Headteacher: Laurie Davies

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Job Description

Post	Teaching Assistant
Grade	Somerset Pay Scale (support staff) 15
Relationships	The Postholder is responsible to the class teacher and through the class teacher to the Special Educational Needs Co-ordinator (SENCo). The Headteacher has direct responsibility for your welfare and professional development.

Purpose of the Job

To assist the Headteacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment which enables pupils to achieve their full learning potential and facilitates their social and moral development.

To support the SENCo in the administration and delivery of support to children across the school with special educational needs, learning difficulty, disability, or who exhibit occasional behavioural problems.

The needs of children and cohorts can change frequently and unexpectedly. It is anticipated and expected that the postholder will be flexible and be able to adapt to those changes, under discussion with class teachers, SENCo and the Headteacher.

Main responsibilities and duties

1. Support the teaching and learning processes.

Under the guidance and direction of the teacher:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level.
- Learning support is delivered individually and through a range of tasks, mainly:
 - Supporting and directing tasks, clarifying and explaining instructions;
 - Focus support in areas needing improvement, both academic and social;
 - Motivate and encourage pupils to concentrate on and fulfil the tasks set;
 - Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners;
 - Contribute to the assessment of pupils' learning;

2. Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.



- Assist in the development, monitoring and evaluation of programmes of work;
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress;
- Use ICT when necessary to support teaching and learning, and classroom organisation;
- Assist in the preparation for educational visits, and, where appropriate, accompany students.
- Attend and contribute to meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- Undertake professional development in order to enhance knowledge, understanding, skills and attitudes relating to literacy, numeracy, ICT and other curriculum areas; and also to a range of issues concerning children with special educational needs.

3. Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

4. To provide care and supervision of pupils within the classroom, within the school and outside of the school.

- Assist in the supervision of assessments as directed;
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication;
- To supervise pupils, or an individual pupil, at break times, as agreed within contracted hours.

5. Additionally, under the overall direction of teaching staff the job may include some or all of the following duties, depending on the needs of pupils:

- Dispense medicines in accordance with school policy; Undertake First Aid; (Where a current First Aid qualification is held, in the absence of other medical facilities)
- Under the direction of Health Service professionals, undertake activities in support of occupational therapy, physiotherapy, and speech and language therapy;
- Under the direction of teaching staff to assist in the development of Individual Education Plans for pupils with special educational needs where required;

SUPPORTING PROCESSES

Problem Solving and Creativity:

- On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage a pupil in the experience of learning and in their personal, social, health and moral education.
- Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.



- There will be occasional interruptions and a degree of flexibility is required as priorities may suddenly change.

Decision Making:

- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.

Physical Effort and Working Conditions:

- A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits.
- Part of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.

Contacts and Relationships:

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas;
- Contact with parents / carers and other agency staff to provide support for pupils, such as giving feedback on pupil progress.

Signed _____ Date _____

