

Job Description

Teaching Assistant

Level 3

Westfield Community School

Job purpose:	To provide support to teaching staff and students and to oversee access to learning and support programmes and to assist the teacher in the management of pupils and classroom. To supervise whole classes when required in the short term absence of a teacher and/or to provide support to teaching staff and students. To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required		
Reporting to:	Teachers/senior staff – teaching and non teaching		
Responsible for - Staff	None		
Liaising with:	Pupils, teachers, senior staff, parents/carers, visitors to the school		
Grade of post:	G4	Gauge ref:	A23289
Disclosure level:	Enhanced		

Job Outline
• Under the direction of the teacher to implement learning activities for individual students and/or small groups. • To oversee distribution of books, equipment, worksheets as directed by the teacher • To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom • To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • To regularly communicate detailed feedback to the teacher • To manage the behaviour of students whilst they are undertaking work with them according to their individual needs. • To promote the inclusion and acceptance of all pupils. • To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed. • To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as directed by the teacher. • To support and make use of the positive behaviour and reward policy. • To undertake exam/test invigilation if required.

- To support the administration/office function when not required for cover duty.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

