



West Park

'A caring school where we put pupils and their achievement first'

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Teaching Assistant **Job Description**

Role

- To work under the direct instruction of the SENDCo and teaching staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- To work with individual pupils as directed by the SENDCo or subject teacher.
- To work under the general direction of the Headteacher to fulfil the duties set out below and such other duties that may from time to time arise.
- Attend reviews during normal working hours.
- Participate in and contribute to staff meetings, INSET and activities.
- Give general support to school activities.

Support for the Pupil

- Act in accordance with school policies and procedures and relevant legislation particularly, in relation to child protection and behaviour management.
- Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils.
- Participate in the delivery of local and national initiatives, for example, literacy and numeracy strategy.
- Monitor and contribute to the assessment and recording of children's development and be involved in the sharing of this information.
- Maintain and develop good working relationships.
- To undertake such duties as contribute to the efficient and harmonious running of a department.

Support for the Teacher

- Prepare teaching materials including ICT equipment.
- Contribute to the preparation of classrooms and outdoor areas.
- Display work and information for pupils and adults in classrooms and corridors.
- Exercise general care for pupils at all times and supervision of children as directed by the SENDCo/ teacher.
- Photocopying/laminating of teaching resources.
- Filing and general administration.
- Positively contribute to the provision of a secure, caring and enriching environment for the pupils.
- Support all pupils, including those with statements of SEN. Actively encourage acceptance and inclusion of all pupils.
- Arrange for first aid to be given, comfort sick pupils and accompany pupils to hospital, home or clinic, if appropriate.
- Have familiarity with all relevant statements of SEN.
- Be familiar with MEPs and be involved in the process of implementing them.
- To have knowledge of and to support pupils with access arrangements during examinations and tests.

General

1. Work carried out must accord with current legislation and/or regulations.
2. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace.
3. You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.