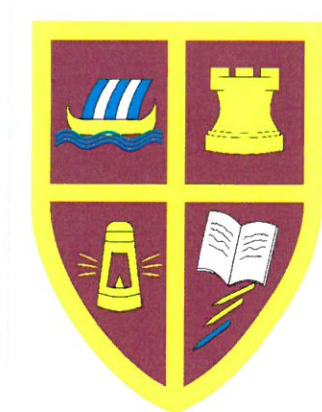


Wingate Junior School

"Working for Everyone"

Job Description



Teaching Assistant

You will be required to carry out such duties as may be reasonably directed by your Head Teacher from those described in the "Local Government Pay & Conditions Document-" which is linked to the National Agreement for Pay & Conditions of Service.

- ♦ **Key Area--Assisting with Lesson Delivery in Class**

- ♦ **Key Tasks**

Working with small and medium sized groups of children or individuals on supervised tasks. This may involve working in class or in another room but the supervision and support will always be available. You will be directed by the Head Teacher regarding classroom placement.

Working on support programmes linked to the school's intervention provision which includes the Wingate Junior School Reading Recovery Programme.

- ♦ **Key Area--Additional Directed Duties**

- ♦ **Key Tasks**

At times you will be required to assist with other school activities not linked directly to the classroom. These will be such tasks as helping with educational trips, assisting with school productions, helping with office duties etc. You will also be required to supervise the daily morning walking bus programme.

- ♦ **Key Area--Pastoral Care**

- ♦ **Key Tasks**

Working very closely with the **Parent Support Adviser** attached to the school to help parents of pupils at this school with any issues linked to the education of their children.

Communicating with parents if reqd. Giving appropriate help and guidance -if applicable.

- ♦ **Key Area-School Identity**

- ♦ **Key Tasks**

Promoting a positive image of the school to pupils, parents and visitors.

Assisting staff to help involve the pupils in the life of the wider community.

REF:JOBDA17