**WALWORTH SCHOOL**

**JOB DESCRIPTION**

PRIMARY AGED CHILDREN

TEACHING ASSISTANT

Grade 6 – Point 17-11

37 hour per week TTO

**RESPONSIBLE TO:- HEAD/DEPUTY HEAD TEACHER**

**DUTIES:-**

**Academic**

1. **Support or lead the teaching and learning of any pupil, group of pupils, or whole class as directed by the Head Teacher, or his chosen representative. Have due regard for the requirements of Safeguarding, National Curriculum, Every Child Matters, school Mission Statement, school’s aims, objectives and schemes of work and any policies of the Governing Body; and cater for the emotional wellbeing and mental health of each individual. Be able to deliver phonics programmes.**
2. **Lead or support in the behaviour management of pupils who can be both verbally and**

**Physically abusive and aggressive.**

1. **Play a role in the establishment, maintenance and development of the structured environment of the school, thus providing pupils with a calm and relaxed educational experience conducive to emotional security, personal happiness, growth and educational success.**
2. **Support pupils learning within and outside classroom under direction of a teacher, or individual or small groups of pupils without direct supervision**
3. **Assist in the production of teaching and learning materials + produce displays**
4. **Make full use of the school’s mechanisms to record pupil’s behaviour**
5. **Have high expectations of pupils**
6. **Have sensitivity to, and professionalism in discussing and reporting pupils learning and emotional and behavioural difficulties**
7. **Contribute to the assessment, recording and writing of reports on individual pupils when required**
8. **Support individualised learning for all pupils across the curriculum**
9. **Develop positive self esteem for all children, rewarding success lavishly**

**Pastoral**

1. **Establish good relationships with pupils as detailed in the school’s Aims and objectives, and other guidelines for staff setting a good role model for the staff group**
2. **Share in the corporate responsibility and well being of all pupils**
3. **Encourage pupils to maintain socially acceptable standards of behaviour in all aspects of school life as described in the School’s Behaviour Management Policy and Practice, Staff Handbook and other guidelines for staff**
4. **Take an appropriate share of the responsibility for the safe provision of pupils by exercising adequate control and being physically able to deploy Team Teach protocols**
5. **Play a role in the training and counselling of pupils in personal and social competence, including relationships, health, hygiene, dress, safety and social graces, and to promote within pupils increased responsibility for self.**
6. **Staff may be called upon to assist in the smooth transition of pupils from school to residential unit and supervise activities up to their meal time of 4 p.m. Any hours worked**

**beyond that time as arranged with Head of Care would be paid at overtime rate of time and a third.**

**STAFF GROUP**

1. **Work collaboratively with other members of the staff team**
2. **Liaise with other day and residential staff, professionals and parents when necessary, in order to meet/discuss pupil’s individual needs**
3. **Participate in the school’s Staff Development Programme, staff appraisal and supervision**
4. **Participate in appropriate In-service Training**

**2) To be excellent role models for all children at all times**

**3) To work in a highly professional and confidential manner at all times**

**4) To undertake any other reasonable duties at the discretion of the Head/Deputy Head**

**Teacher and Assistant Head Teachers**