



Job Profile: Teaching Assistant – Grade E

Purpose:

To provide for the social, educational, leisure and recreational needs of children from 3 -11 through a safe, creative and stimulating environment for children's play and learning.

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.

To manage and lead Washingwell Whizz Kids before and after school provision with responsibility for administration, planning, organising and leading of play provision outside of non-directed academic learning time.

Staff may also supervise whole classes occasionally during the short-term absence of teachers.

Key roles of this post:

1. During the school academic day:

- Establishing productive working relationships with pupils, acting as a role model and setting high expectations, promoting the inclusion and acceptance of all pupils within the classroom
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate, including Support Plans/EHCPs, providing feedback to pupils in relation to progress and achievement
- Supporting pupils consistently whilst recognising and responding to their individual needs, promoting independence and resilience
- Being responsible for keeping and updating records as agreed with the teacher, marking of pupils' work and accurately recording achievement/progress
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Providing general clerical/admin. support e.g. photocopying, produce worksheets for agreed activities etc.

2. During After School Provision:

- To plan, organise and supervise play activities for children in before school and after school creating a variety of appropriate play opportunities for children, some of whom may have Special Educational Needs and Disabilities (SEND), and dietary requirements
- To work with children in a non-directive manner, striving to create a child-led environment which is non-authoritarian and establish co-operative relationships with and between children
- To have a full understanding of children's needs and welfare
- To supervise and lead the smooth running of the service within an equal opportunities' framework
- To be responsible for health and safety procedures and fire regulations during before and after school provision
- Supervision of Out of School Club assistants
- Responding to parental enquiries regarding bookings and payments
- Working alongside the school to actively promote the club and encourage participation

- Hold regular meetings with Out of School Club assistants to ensure that any issues of service provision are addressed and/or passed onto the Senior Leadership Team if required
- Regularly seeking feedback and the opinion of parents, pupils and other staff to ensure continuous improvement
- Identifying staff training needs and pupil resource requirements, and communicating these to the Senior Leadership Team
- Being responsible for the ordering and monitoring of food resources/equipment in National School Standards
- Administer basic first aid (training will be provided if needed)

3. Providing support for the school by:

- Being aware of and complying with policies and procedures relating to child protection, behaviour, anti bullying, anti racism, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To ensure children are safeguarded at all times, following school safeguarding procedures and recording on CPOMs
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attending and participate in regular meetings
- Participating in training and other learning activities as required
- Recognising own strengths and areas of expertise and use these to advise and support others
- Providing appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertaking planned supervision of pupils' out of school hours learning activities
- Supervising pupils on visits, trips and out of school activities as required
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Senior Leadership Team

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in post may also have to carry out other duties as may be necessary from time to time.