

# wetherby preparatory school

# Teaching Assistant

Responsible to: Headteacher, Deputy Head, Class Teachers

Reporting to: Headteacher, Deputy Head, Class Teachers

**Support for Pupils:**

* Attend to the pupils’ personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
* Supervise and support pupils ensuring their safety and access to learning.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Encourage pupils to act independently as appropriate.

**Support for Teachers:**

* Prepare classroom as directed for lessons, clear afterwards and assist with the display of pupils work.
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
* Undertake pupil record keeping as requested.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Gather/report information from/to parents/carers as directed.
* Provide clerical/administrative support e.g. photocopying, typing, marking, filing, collecting money etc.

**Support for the Curriculum:**

* Support pupils to understand instructions.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**Support for the School:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Ensure all pupils have equal access and opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school
* Assist with the supervision of pupils at lunchtimes including ancillary associated duties (e.g. cleaning up spillages, wiping tables, keeping floors as clear as possible from dropped food.)
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* Set high standards in terms of dress, language and behaviour.
* Abide by the objectives and targets of the school, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.

**Qualifications:**

The successful applicant should possess the following experience, qualifications and qualities:

* Able to work constructively as part of a team, understanding classroom roles and responsibilities.
* Able to use basic technology - computer, photocopier etc.
* Ability to relate well to children and adults.
* Appropriate knowledge of first aid.

The salary for Teaching Assistant is set according to the Assistant Scale of the Alpha Plus Group. The DfES Pension scheme is available to all staff with QTS.

(You) have responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school’s Safeguarding and Child Protection Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safety Officer, DSO or the Head.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.