



Job Description – Teaching Assistant – Level 2 – Westfield Junior School

Westfield Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION –

POST TITLE: Teaching Assistant

RESPONSIBLE TO: Headteacher/Class Teachers/SENCO

PURPOSE OF JOB

To assist in the support of pupils with various educational needs to enable them to access the curriculum as fully as possible and to make progress in line with that of their peers wherever possible.

RECEIVES SPECIFIC INSTRUCTIONS FROM

Special Educational Needs Co-ordinator

MAIN RESPONSIBILITIES

Supporting Pupils

- To develop an understanding of the educational needs of the pupils involved
- To assist pupils to learn as effectively as possible in class, group and individual situations
- To work with pupils individually or in pairs or groups to help develop their understanding across the curriculum and particularly of mathematics and literacy
- To establish a supportive relationship with pupils concerned
- To encourage the integration of the pupils into the class
- To help promote and reinforce the pupils' confidence, self-esteem and independence
- To help keep pupils on task, build motivation and maintain appropriate behaviour
- To support pupil premium pupils to reach their targets

Supporting the SEN Co-ordinator/Subject Teacher

- To assist in the development, implementation and review of the individual targets and intervention programmes for pupils including pupil premium pupils



- To monitor and record pupils' progress
- To contribute to the evaluation of support programmes by providing regular feedback about pupils to the teacher
- To contribute, where appropriate, to statutory reviews of a pupil's EHCP.

Supporting the School

- To liaise, advise and consult with other members of the team supporting the pupils when asked to do so
- To attend relevant in-service training
- To promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies including the health and safety policy.

Any other tasks as directed by the Headteacher which are consistent with the aims of the post.