

**Wandsworth Borough Council**  
**SMALLWOOD PRIMARY SCHOOL**

**Job Description**

**Teaching and Learning - Teaching Assistant (General) - G2**

**Grade:** Scale 2

**Purpose of the Job**

Responsible, under the instruction or guidance of the teacher or line manager, to undertake work, care or support programmes to individual pupils or to work with groups, including more in depth support for those with EHCPs / SEN. To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

**Main Responsibilities**

**1. SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of EHCPs Individual Education or Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according 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
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Use specialist skills to undertake activities necessary to meet the physical and emotional needs of pupils, including medical procedures following training

**2. SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/ carers

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- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide routine clerical/admin and support e.g. photocopying, typing, filing, money, administer coursework etc.

#### **3. SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

#### **1. 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in 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
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

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**Person Specification**

**1. EXPERIENCE**

- Working with or caring for children of relevant age

**2. QUALIFICATIONS**

- Good numeracy/literacy skills – Minimum GCSE C English & Maths
- Completion of Teacher Assistant Induction Programme
- NVQ 3 in teaching assistance or equivalent qualifications or experience
- Relevant training in the supporting pupils in Literacy and Numeracy
- First aid training and training in specific medical procedures as appropriate is desirable

**3. KNOWLEDGE AND SKILLS**

- Effective use of ICT to support learning
- Use of other equipment/technology – video, photocopier
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other basic learning programmes
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Effective implementation of the school's equal opportunities policy in all areas of work