



# Wandsworth Federation

*of Maintained Nursery Schools*

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## **JOB DESCRIPTION**

### **Teaching Assistant**

#### **Grade 2**

#### **Purpose of the Job**

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

#### **Main Responsibilities**

##### SUPPORT FOR PUPILS

- Be a keyworker for a group of children, observing and assessing their learning and making contributions to the records of their progress.
- Through interaction, observe record and assess the needs of individual children.
- Assist the teacher to plan and organise children's learning through play and appropriate learning experiences.
- Assist the teacher to monitor and evaluate children's progress.
- Keep records of children's development, as required by the school.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
- 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 THE TEACHER

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

#### SUPPORT FOR THE CURRICULUM

- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
- Prepare and maintain equipment and 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
- 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 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

- To carry out any other duties appropriate to the grading level as required by the Headteacher
- 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 organization
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the key 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: TEACHING ASSISTANT**

### **Knowledge:**

- Knowledge of child development and how young children learn.
- Familiarity with the Early Years Foundation Stage Curriculum.
- NVQ or equivalent in childcare and development an advantage

### **Experience:**

- Experience of working with young children aged 2-5 years old preferable.

### **Skills:**

- A genuine enjoyment of working with young children
- An aptitude to using a variety of strategies which meet a range of children's needs.
- An ability to understand and be sensitive to children as individuals with special regard to those with special educational needs, including physical, behavioural and emotional difficulties
- An ability to remain patient, calm and understanding in difficult situations
- Good interpersonal skills in developing effective relationships with staff, children, parents and community groups
- An ability to work collaboratively and effectively in a team
- An ability to use own initiative
- An awareness and respect of the needs of children and families from wide and differing cultures and social backgrounds
- An ability to observe and be involved with the children and their activities; to stimulate, encourage and extend children's thinking and learning effectively
- An ability to show respect for the health and safety of the children in their care within the school
- To ensure confidentiality at all times
- To have appropriate literacy and numeracy skills

**Commitment:**

- To helping maintain the high standards of the school and its caring ethos
- To equal opportunities
- To working in partnership with parents and carers