



Wheatley Nursery School

Job Title: Teaching Assistant

Grade: G4.4

Hours: 9-3pm Term time only

Job Type: Permanent

MAIN PURPOSE OF THE JOB

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

MAIN DUTIES

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 Individual Education/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

SUPPORT FOR TEACHERS:

- 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 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

SUPPORT FOR THE CURRICULUM:

Undertake structured and agreed learning activities/teaching programmes, adjusting activities

according to pupil responses

Prepare, maintain and use equipment/resources required to support the learning activity 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/aims of the school

- Support the role of other professionals

- Participate in relevant meetings as required

- Participate in training and other learning activities and performance development as require

- 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

SPECIAL REQUIREMENTS:

- Satisfactory enhanced Criminal Records Bureau disclosure
- Ability to occasionally attend meetings/events outside normal hours of work for this post
- Physical: Ability to move equipment/small items of furniture when setting-up/clearing play area
- This role is to support the 2 year olds in our school.
- Equal opportunities: Commitment to, and understanding of, the principles of equal opportunities
- for all, in employment and the delivery of services