



**West Ashtead Primary School**  
**JOB DESCRIPTION**

<b>DATE</b>	July 2019
<b>TITLE</b>	Teaching Assistant / one to one
<b>JOB PURPOSE</b>	To work under the instruction and guidance of the class teacher and SENCo to undertake work and support programmes for individual pupils. The primary role will be to assist the classteacher to enable the pupil to make progress in all aspects of their development. Work may be carried out in the classroom or outside the main teaching area.
<b>KEY ACCOUNTABILITIES</b>	<p><b>STRATEGIC DIRECTION/DEVELOPMENT</b></p> <p>To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.</p>
	<p><b>TEACHING AND LEARNING</b></p> <p><b>1. Support for Pupils</b></p> <ul style="list-style-type: none"> <li>• To promote pupils' development in a safe, secure, challenging environment</li> <li>• To have regard for the safety and well being of the pupil at all times</li> <li>• To meet the educational needs of the pupils whilst encouraging independence wherever possible.</li> <li>• To develop an understanding of pupil's specific learning profiles in order to help them learn as effectively as possible</li> <li>• To focus on individual pupils to ensure their needs are being met within the group.</li> <li>• To encourage inclusion within the classroom</li> <li>• To display pupils' work to reflect their achievement</li> <li>• To encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• To assist in the supervision of pupils on outings and visits</li> </ul> <p><b>2. Support for Teachers</b></p> <ul style="list-style-type: none"> <li>• To liaise with teachers regarding the daily/weekly programme of activities and events for your pupil</li> <li>• To work with the classteacher in delivering your pupil's educational health and care plans</li> <li>• To set out, prepare, use, tidy and clean equipment after use.</li> <li>• To gather information from parents/carers as requested</li> <li>• To be aware of your pupil's problems/progress/achievements and report to the teacher and SENCo as agreed</li> <li>• To support pupil record keeping as requested</li> <li>• To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self control and independence.</li> </ul>

	<p><b>3. Support for the School</b></p> <ul style="list-style-type: none"> <li>• To record your pupil's progress, reporting this to the class teacher and SENCo.</li> <li>• To attend appropriate meetings as required</li> <li>• To assist with the general supervision of your pupil during breaktimes, when required</li> <li>• To work as a member of the staff team in all relevant activities to develop the school</li> <li>• To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school</li> <li>• To treat all information relating to a pupil as strictly confidential, and refer all enquiries to the Headteacher</li> <li>• To be a proactive member of the school and class team</li> <li>• To attend relevant professional development to update knowledge</li> </ul> <p><b>4. Support for the Curriculum</b></p> <ul style="list-style-type: none"> <li>• To prepare and undertake specific activities to support your pupil in a variety of settings and in respect of any learning strategies</li> <li>• To support your pupil in using basic ICT as directed, developing pupil's competence and independence in its use</li> <li>• The Learning Support Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.</li> </ul>
	<p><b>LEADING AND MANAGING STAFF</b> To lead, manage and work collaboratively with your pupil.</p>
	<p><b>EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES</b> To assist the class teacher in developing, monitoring and controlling resources used in teaching.</p>
	<p><b>ACCOUNTABILITY</b> To be accountable through the Headteacher to your pupil's parents for the efficient and effective discharge of your roles and responsibilities.</p>
	<p><b>STRENGTHENING COMMUNITY</b> To support the Headteacher in ensuring that the school works with all stakeholders and the local community to promote the values, ethos, attitudes and opportunities needed to enable all pupils to become active citizens.</p>
	<p><b>TRAINING/EEUCATION</b> Good verbal, written and communication skills to GCSE "C" grade or equivalent.</p>
	<p><b>SAFEGUARDING</b> To support the Headteacher by following the school's policies and procedures for Safeguarding, reporting all concerns to the appropriate manager.</p>
<p><b>ACCOUNTABLE TO</b></p>	<p>The SENCo - Mrs Lou Allum The Headteacher - Mrs Ruth Hall</p>