
	<h1>Winchmore School</h1> <h2>Job Description</h2>	
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Post Title:	Teaching Assistant
Hours:	32.5 hours per week – 39 weeks per year, term time only (includes 2.5 hrs per week either over lunchtime or after school) Hours: 8.15am to 3.15pm (or 4pm for after school activity) Mondays to Fridays
Grade:	Scale 3: Actual salary range £22,051 - £22,366 p.a.
Responsible to:	SENCO, Head of Inclusion Faculty

Job Purpose:

To provide general support to students including access to learning and supervision. To provide support to the teacher in the management of students in the classroom. To attend to students' individual needs as required. To work as part of the learning support team, contributing to the overall ethos/work/aims of the faculty and the school.

Responsibilities:

- 1) To supervise and provide particular support for identified students, in 1:1, group or whole class settings
- 2) To assist in evaluating identified key students' progress and wellbeing using the agreed structure
- 3) To provide detailed and regular feedback to SENDCo, teachers and learning support staff on students' achievement, progress and needs
- 4) To contribute to reviews of the students' progress, including formal annual reviews of Educational Health and Care Plans (EHCPs)
- 5) To contribute to creating a purposeful and supportive learning environment
- 6) To support students with their learning and development in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage and/or subject specific, as directed by the SENDCo or the teacher
- 7) To assist in the development of appropriate resources, schemes of work and teaching strategies

- 8) To prepare and maintain equipment/resources as directed by the teacher and assist students in their use
- 9) To encourage students to interact with others and engage in activities led by the teacher as well as whole school activities
- 10) To lead small group sessions and interventions as appropriate
- 11) To assist with the supervision of students out of lesson times, including playtimes and undertaking lunchtime duty
- 12) To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- 13) To support with behaviour management, using appropriate strategies in line with school policy
- 14) To attend to the students' personal needs where required
- 15) To promote the inclusion and acceptance of all students
- 16) To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed
- 17) To provide administrative support as required e.g. photocopying, typing, filing
- 18) To attend relevant meetings and trainings as required
- 19) To accompany teaching staff and students on visits, trips and off site activities as required
- 20) To undertake other tasks which may fall within the post as may be reasonably directed by the Headteacher, SENCO, and/or member of staff.

Equal Opportunities

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

Health & Safety

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's Health & Safety Policy statements. S/he shall also have regard to his/her personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

Safeguarding of Children and Young People

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment.