

# WEBHEATH ACADEMY PRIMARY SCHOOL



## Job Description – 1-1 Teaching Assistant

Webheath Academy Primary School are seeking to appoint a number of Grade 1 Teaching Assistants for an immediate start to work supporting children on a one-to-one basis.

### **Duties will include;**

#### **Support to pupils**

- Following guidance from your line manager, you will be required to support the individual pupil in their learning. You will support the individual and small groups of pupils, including those with special educational needs and/or disabilities. The role will involve supporting pupils to understand the learning, using appropriate strategies to support children in making progress and engagement in learning activities.
- To assist the pupil with personal needs as appropriate.
- To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the school's positive behaviour policy.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

#### **Support to line manager**

- To prepare the classroom with basic resources and equipment as directed by the line manager and assist the pupils in their use.
- To be aware of pupil problems, progress, achievements, and report to the line manager as appropriate.

#### **Support to the school**

- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To be aware of school policies and procedures concerning working with children and report any concerns to an appropriate named person. To assist with the supervision of pupils out of lesson time, but within both the school day and contracted hours as necessary for their safety.
- To accompany teaching staff and pupils on visits, and out of school activities as required.



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- To attend relevant meetings and participate in training opportunities and professional development as appropriate.
- To adhere to school health and safety policy including risk assessments and safety systems
- To adhere to school policy on equality and diversity. Support for the curriculum
- To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.



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