



## Job Description

### Grade 1 Teaching Assistant 1-2-1

Webheath Academy Primary School are seeking to appoint a Grade 1 Teaching Assistant for an immediate start to support a child on a 1-2-1 basis. This is a full-time fixed-term post attached to a child.

**Hours of work: 32.5 hours per week 39 weeks per year (38 weeks term time plus 1 week TED) .**

#### **Duties will include:**

##### **Support to pupils**

1. 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.
2. To assist the pupils with personal needs as appropriate.
3. To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy.
4. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
5. To support and assist pupils during lunchtime.

##### **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.
- To provide general clerical support to the line manager, as appropriate e.g. photocopying, laminating, filing etc as required.



Downsell Road O Webheath O Redditch O Worcestershire B97 5RJ

Telephone: 01527 544820 Email: [office@waps.shiresmat.org.uk](mailto:office@waps.shiresmat.org.uk)

Website: [www.webheath.worcs.sch.uk](http://www.webheath.worcs.sch.uk)





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#### 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.
- 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.

#### Safeguarding

The Teaching Assistant at Webheath Primary Academy has a critical responsibility to safeguard and promote the welfare of children at all times.

This includes:

- Adhering strictly to the school's safeguarding policies and procedures, including Keeping Children Safe in Education guidance.
- Reporting any concerns about a child's safety or well-being immediately to the designated safeguarding lead (DSL) or Line Manager.



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# WEBHEATH ACADEMY PRIMARY SCHOOL



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- Maintaining appropriate professional boundaries and confidentiality.
- Being vigilant to any signs of neglect, abuse, or other safeguarding issues and acting promptly according to school procedures.
- This role supports the school's unwavering commitment to safeguarding every child in its care.

*Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In accordance with our statutory obligations under Keeping Children Safe in Education 2022, Shires Multi Academy Trust is required to conduct an online search as part of our due diligence on appointed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Shires Multi Academy Trust might want to explore with you. The Trust is committed to the promotion of equal opportunities and diversity. Webheath academy Primary School is a company limited by guarantee - Registered in England No. 07959096*



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