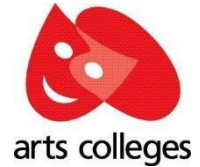




# Winchmore School

## Job Description



<b>Post Title:</b>	<b>Teaching Assistant</b>
<b>Hours:</b>	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
<b>Responsible to:</b>	<b>SENCO, Head of Learning Support</b>

### **General Duties:**

In addition to any specific duties associated with this post to play a full and active part in the day to day running and development of Winchmore School including being a member of a curriculum team. Also each member of staff will be expected to have regard to any national requirements, the school's ethos, aims and objectives and any policy decisions of the Governing Body.

### **Purpose:**

To assist in the support of children within a mainstream setting. To work as part of a large team of teachers and support staff involved in the delivery of differentiated learning, and educational programmes designed by appropriate staff.

### **Responsibilities:**

- 1) To carry out programmes of observation, assessment and educational support as planned by the appropriate professionals, and to provide progress, developmental and other reports.
- 2) Taking into account the needs of pupils to aid children to learn as effectively as possible in class or small group situations by:
  - clarifying and explaining instructions motivating and encouraging
  - assisting in weak areas e.g. reading, spelling, numeracy, behaviour, organisation and presentation

- helping pupils concentrate on and finish work set
  - Working with the class teacher and support staff to devise differentiated learning activities.
- 3) To develop and reinforce children's self esteem.
  - 4) To be involved in pupil monitoring and record keeping
  - 5) To participate in the evaluation of the Learning Support programmes and the contribution of the Teaching Assistants.
  - 6) To contribute to reviews of the child's progress, including formal reviews of statements.
  - 7) To develop effective relationships and links between home and school
  - 8) To provide regular feedback about a child's progress to class teachers, support tutors and other professionals as required.
  - 9) To carry out break/lunchtime supervision duties
  - 10) To attend relevant in-service training.
  - 11) To be aware of school and support service procedures.
  - 12) 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.