

## **JOB DESCRIPTION**

### **TEACHING ASSISTANT**

**Full time (Monday – Friday, Term time only)**

#### **Role Overview**

Windlesham School and Nursery is a thriving independent school for pupils aged 3 to 11. We are now seeking an enthusiastic teaching assistant to work in our welcoming School, initially in Year 2, however the School reserves the right to ask employees to work in other parts of the School in the future. Salary will be determined on the basis of experience and qualifications.

Applications should be returned no later than Friday 19<sup>th</sup> February at 17.00. A shortlist will be made during the week beginning 22<sup>nd</sup> February and interviews will be conducted in the subsequent week, commencing 1<sup>st</sup> March. The applicant should be available for a possible start on Monday 8<sup>th</sup> March but a later start may be required if the present school closures are extended.

#### **Reports to**

The Teaching assistant will report to the SEN Coordinator, or in her absence to the Director of Teaching and Learning.

#### **Responsibilities and Duties**

In summary, the role of the teaching assistant in the Lower School is to undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care and to enable the teacher to implement the curriculum and respond to the pupils' needs. The specific responsibilities and duties are to:

- Provide pupils with the level and type of support specified by the teacher whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
- Encourage pupils to interact with each other in an appropriate and acceptable manner.
- Promote positive pupil behaviour in line with School policies by the use of praise and encouragement.
- Participate in staff meetings and INSET training sessions.
- Assist with curriculum subjects and other activities under the direction of the teacher.
- Supervise and support the activities of individual groups of children under the direction of the teacher.
- Supervise and instruct small groups of children in the teaching of phonics using the Read Write Inc programme. Training will be provided to equip Teaching Assistants to fulfil this role with confidence.
- Lead small intervention groups to support specific learning needs in areas such as reading, handwriting, spelling and maths.
- Work under the direction of the teacher to maintain an effective learning environment by preparing work materials and apparatus, and clearing up afterwards.
- Liaise regularly with the teacher and/or take part in planning meetings

- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
- Assist in the recording of lessons and assessment as required by the teacher.
- Take part in training activities offered by the School to further enhance knowledge.
- Take part in activities such as outings, as may be required.
- Abide by and work towards all the policies within the School e.g. Health and Safety, Child Protection and Safeguarding.
- Assist and help individual readers in liaison with the teacher.
- Where required, oversee lunch duty cover and playtimes.
- Demonstrate a thorough knowledge of safeguarding requirements.
- Supervise the children and protect them from dangerous or harmful situations.
- Assist in the supervision of children during meal times.
- Share any child protection concerns immediately with the Designated Safeguarding Lead or a Deputy SL.
- Be prepared to cover classes at short notice.
- Keep up to date with current good practice, School policies and procedures.
- Contribute to and organise effective displays.
- Aid in setting up and tidying of classroom/ activities/ areas.
- Take responsibility for general tidying and maintenance of equipment.
- Support children with personal hygiene needs.
- Undertake training and administer basic First aid.
- Contribute towards planning of and supervision of activities
- Contribute to daily, weekly and termly assessments for all children in the class
- Feedback to the class teacher regarding the development of children
- Support colleagues as needed

## **Job Criteria**

### **Essential**

- Excellent understanding of the needs of young children
- Knowledge of equalities issues and implementation of equalities practices
- Possess a warm and positive approach to children
- Excellent communication skills
- Highly proficient in English, maths and ICT.
- Ability to develop good working relationships with parents and colleagues
- Confident and capable of working independently to develop ideas and learning as situations arise
- Ability and flexibility to cope with changing needs and demands

### **Desirable**

- Paediatric First Aid training
- Relevant experience and training in: Safeguarding; Health & Safety; First Aid; Food Hygiene.
- A good sense of humour