| **ELLEN WILKINSON PRIMARY SCHOOL**http://webmail.ellenwilkinson.newham.sch.uk/mime.php?file=logo-sm.gif&name=logo-sm.gifhttp://webmail.ellenwilkinson.newham.sch.uk/mime.php?file=logo-sm.gif&name=logo-sm.gif**Teaching Assistant - Job Description** |
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**GENERAL DUTIES**

As a member of the support staff at Ellen Wilkinson Primary School you will be part of a team that has shared aims and common philosophy. All staff should understand and support the aims and philosophy of the school by taking a full and active role in school life.

**Above all, you need to like children, to want the very best for them and be prepared to put their needs first. You recognize the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum. High expectation for all pupils in all areas is a prime objective for all staff.**

Newham Council has a strong commitment to achieving equality of opportunity in services to the community and the employment of people. The Governors at EWPS fully support this policy and all Ellen Wilkinson employees are expected to understand and promote its policies in their work.

**Duties & Responsibilities**

1. To take every opportunity to support child development in all areas of the curriculum across the primary age range.
2. To assist in monitoring and recording the progress of key children in accordance with school procedures, and reporting to class teachers.
3. To give feedback to children on their attainment in order to promote further progress.
4. To work with teachers to identify and respond appropriately to children's individual needs, assisting children in areas of specific difficulty.
5. To assist the teacher in setting appropriate learning and behaviour expectations of children and supporting children appropriately to achieve these.
6. To help promote and reinforce children's self-esteem, encouraging inclusion of children with special educational needs.
7. To help create and maintain a purposeful, orderly and supportive environment for children’s learning, ensuring that children are able to use equipment and materials provided.
8. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain children’s interest and motivation, ; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
9. To support children in all learning areas, indoors and outdoors, on & off site. The number of children included will reflect the nature of the task, the children concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
10. To provide information that supports the preparation and review of Individual Education Support Plans and to action appropriate tasks from this.
11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12. Under the direction of appropriate professionals and after adequate training, to assist in meeting particular children's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which a parent would generally carry out. This excludes the medical procedures spelt out in point 22.
13. After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible. This excludes the medical procedures spelt out in point 22 of this job description.
14. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
15. To help train children in the individual and collaborative study skills necessary for learning.
16. To work alongside other adults, including teachers, trainee teachers, and other support staff.
17. To supervise children during lunchtimes.
18. To maintain confidentiality at all times with regard to both supported children and the wider school.
19. To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours, to be conversant with school policies and procedures.
20. Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
21. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.