

WIMBLEDON CHASE PRIMARY SCHOOL TEACHING ASSISTANT – JOB DESCRIPTION

Purpose of the post:

To liaise with teaching colleagues to carry out their responsibility for the development and education of students under the direction and supervision of the teacher.

Main duties and responsibilities:

- To be able to interact confidently with children across the primary school age range.
- To support learning in the classroom and deliver additional support to small groups of students under the direction of the teacher.
- Organise and maintain the learning environment and take responsibility for specific aspects of class organisation and administration.
- To assist an individual teacher, or teachers, in delivering pre-planned learning to whole classes.
- To monitor and evaluate student progress and report back to teachers.
- Work as part of a team to ensure that the well-being, social and personal development of students enhances learning opportunities and life skills.
- To support students with SEND in accessing the curriculum.
- To maintain confidentiality in and outside the workplace at all times and observe data protection and associated guidelines where appropriate.

All Teaching Assistants and Learning Support Assistants at Wimbledon Chase will:

- Follow Wimbledon Chase and Merton safeguarding guidelines.
- Observe the Wimbledon Chase Code of Conduct and guidelines set out in the Staff Handbook at all times.
- Work towards the aims and school focus of Wimbledon Chase.
- Establish fair, respectful, supportive and constructive relationships with children.
- Promote positive values, attitudes and behaviour expected from children.
- Foster independent learning and social development in children.
- Escort and supervise pupils in out-of-school activities.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the curriculum.
- Maintain high expectations of learning, development and behaviour to help a child reach his/her full potential.
- Work closely with the class teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports.
- Reflect on and develop professional practice including responding to advice and feedback.
- Demonstrate good organisational and time management skills.
- Demonstrate self-awareness regarding personal mental health and wellbeing, recognising when additional support is needed and proactively seeking it
- Contribute to maintaining a positive work environment for all

General

- Be adaptable to changing practices and to perform any other tasks appropriate to the level and nature of your current role to facilitate the smooth running of the School as directed by the Headteacher or Line Manager.
- Participate in the Duty Rota to supervise students as required