

WINNERSH PRIMARY SCHOOL



HIGHER LEVEL TEACHING ASSISTANT – JOB DESCRIPTION

As a member of staff within the school, the post holder is required to:

1. Consistently conduct his/her role in order that the school's vision of aspiring to be the best is achieved for all pupils.
2. Continually contribute to the school's success through its ethos and values.
3. Safeguard all pupils and support the school's culture to make everyone feel safe, by ensuring the school's policies on Safeguarding, Health and Safety, confidentiality and data protection are rigorously implemented and promoted at all times.
4. Promote a culture of inclusion within the school as a whole where all voices are heard, respected and acknowledged.
5. Consistently secure good pupil behaviour, dealing promptly with conflict and incidents in line with school policy.
6. Contribute to the wider life and ethos of the school.

The specific duties of the role are:

• Providing PPA Cover

1. Provide PPA cover as part of our weekly programme of PPA – exact duties to be agreed.
2. Provide cover for absent colleagues.

• Supporting the pupils

1. To develop a knowledge of a range of learning support needs relevant to the school.
2. To develop an understanding of the specific needs of pupils to be supported.
3. To aid the pupils to learn as effectively as possible both in group situations and individually, inside and outside of the classroom. For example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use necessary equipment
 - Motivating and encouraging the pupils
 - Assisting in areas of specific weakness, such as speech and language or writing tasks
 - Helping pupils to concentrate on and finish work set
 - Attending to pupils' personal and health needs
 - Developing appropriate resources to support the pupil/s
 - Assisting in the management of pupils' social interactions and behaviour
4. To establish a supportive relationship with the pupils.
5. To manage pupils as advised by the SENDCo and class teacher.
6. To use methods of promoting / reinforcing the pupils' self-esteem.
7. To ensure the safety of the pupils while in your care.
8. To carry out any specific duties as outlined in the pupils' individual plans.

• Supporting the school

1. To help to foster links between home and school.
2. To participate in relevant professional development.
3. To be aware of and follow school policies and procedures.
4. To maintain confidentiality at all times.
5. To complete any other task as directed by the headteacher.