



**Welton St. Mary's Church of England Primary Academy**

**'Together we care, learn and thrive'**



### **Job description**

<b>POSITION:</b>	Teaching Assistant & Playworker - Level 1
<b>REPORTS TO:</b>	SENDCO / Key Stage leader
<b>RESPONSIBLE FOR:</b>	
<b>GRADE:</b>	G3 SCP 6-9 for Teaching Assistant & Playworker hours

#### **Contract type:**

- Part- time TA role made up to full time with HLTA role in afternoons (see full advert information) until August 2027. This post could be extended dependant on the needs of the school after the initial temporary period.

#### **Main purpose:**

The teaching assistant will:

- Provide learning and care support for all children and working closely with children with SEND
- Work with the teacher to plan and deliver learning opportunities
- Work with the teacher to deliver the individual targets for the children with SEND
- Support children with routines, transitions and behaviour management

#### **Duties and responsibilities:**

- Supporting pupils
- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support children with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans
- Foster personal growth, self-esteem and independence
- Carry out reasonable daily personal care / hygiene duties and administer first aid

#### **Teaching and learning:**

- Contribute to the planning of learning activities for individual or small groups of pupils with special educational needs (SEN) delivering activities inside and outside of the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning

- Support teachers with the management of behaviour to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Actively contribute to the overall ethos, aims and work of the school and supporting in making our vision a reality
- Undertake and other relevant duties given by the class teacher or SENDCO
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and Health & Safety.
- Promote development and learning of all children (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development
- Working with staff, parent/ carers and relevant professionals
- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other professionals within and beyond the school
- Develop highly effective professional relationships with colleagues

#### **Professional development**

- Keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to both improve their personal effectiveness and to effectively meet the needs of the children with whom they are working
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Other areas of responsibility**

- To be responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

#### **Safeguarding**

- Work in line with statutory safeguarding guidance and our safeguarding policies
- Promote the safeguarding of all pupils in the school

#### **General**

##### **Other Duties**

- The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities**

- The postholder is required to carry out the duties in accordance with Welton St Mary's Church of England Equal Opportunities policies.

**Health and Safety**

- The postholder is required to carry out the duties in accordance with the Welton St Mary's Church of England Health and Safety policies and procedures. All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school

This job description may be amended at any time in consultation with the postholder and Headteacher.

Last review date: 03/11/2025

Next review date: 03/11/2026

Headteacher/line manager's signature:

Date:

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Postholder's signature:

Date:

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