



Westfield Nursery School Job Description

Title: Teaching Assistant – Level 2

Contract: Permanent/ Full-time

Accountable to: Headteacher/ Governors/ Lead Practitioners

Vision

'Inspired beginnings, outstanding futures'

Job Purpose:

Under the direction of Headteacher & lead practitioners to

-meet the aims of the school

-attend to the educational, personal and social needs of individual, groups or classes of pupils to support their learning and development and to ensure their safety

-act as a role model

Main Responsibilities:

Support for Pupils

1. Foster positive relationships and behaviour in line with school policies
2. Attend to the educational, personal and social needs of pupils and wherever possible, making these part of the learning experience (this may include toileting)
3. Promote and support the inclusion of all pupils in the learning activities in which they are involved
5. Support to all pupils whilst there may be a specific requirement to support a named pupil or pupils with Special Educational Needs
6. Under agreed school procedures, to give first aid/medicine where necessary
7. Assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator

Support for Lead Practitioners

1. Assist in devising and extending educational activities in delivery of the curriculum to support pupils' learning and development. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans
2. Help assess and systematically record pupils' progress and achievements, using the results of this in further support work
Assist leaders with educational activities in the classroom
3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources
4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience

Support for the Curriculum

1. To support the teaching of the Nursery Curriculum as required and agreed with the Headteacher

Support for the Parents

1. Encourage parents/ carers to be involved in the setting and their child's learning
2. Establish good relationships with parents/ carers
3. Take part in home visits

Other Requirements

1. Promote the ethos/ aims of the school
2. Hold an enhanced DBS
3. Maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential or sensitive information, complying to GDPR requirements
4. Work within the school's policies and procedures; especially Safeguarding and Health and Safety
5. Work effectively with colleagues as part of a team
6. Assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher
7. Attend staff meetings, participate in performance management arrangements and undertake training and development activities
8. Work across any age/ class in the school
9. Assist with preparation for school visits and the supervision of pupils on such visits
10. Undertake tasks of a similar nature and level, as directed by the Headteacher

Signed _____

Date _____