

Wistaston Academy
Job Description Grade 5 Teaching Assistant AD 5024 Nursery

Total Weekly Hours: 32.5 hours



Wistaston Academy
Primary & Nursery School

Day	Daily Hours
Monday	8.15am-3.45pm
Tuesday	8.15am-3.45pm
Wednesday	8.15am-3.45pm
Thursday	8.15am-3.45pm
Friday	8.15am-3.45pm

BASIC JOB PURPOSE:

- Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
- Follow school procedures to safeguard all pupils at all times ensuring that both the school's and Local Authority's responsibilities for safeguarding are upheld.
- Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- Plan and deliver activities from predetermined programmes of learning activities and/or plan activities for individual children in liaison with the class teacher. Ensure that lessons start promptly and activities are completed by the end of each session.
- To ensure that lessons for groups start promptly and activities are completed by the end of each session.
- Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the School Focussed Plan, Pupil Provision Plans, Behaviour Plans and Personal Care Programmes.

- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.
- Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
- Attend to the personal, social and physical needs of pupils so that their well-being is maintained.
- Prepare and maintain learning equipment and ensure that the classroom and outdoor areas are kept clean and tidy.
- Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required.
- Carries out basic administrative tasks; filing, laminating, binding, photocopying, and answering the telephone.
- Liaise with the class teacher and office personnel to support school systems for chasing up late payments.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend the work carried out in class.
- Contribute to the supervision of volunteers, students and new members of staff.