



BPET Teaching Assistant

Reports to	Classroom Teacher and Phase Leader
School	Whiteknights Primary School
Role purpose	To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils' achievement.

Key Areas of Responsibility

Academic support:

- Help children access learning by breaking down tasks, adapting materials to suit their needs, and ensuring they stay focused.
- Work with small groups or individuals giving support for individual curriculum programmes and assist the teacher with social skills e.g. preparation for PE.
- To work with the SEN/Subject co-ordinator (Maths, English and Reading) and help deliver specific programmes to small groups of children, eg Power of One, Power of Two, RWI with specific tasks/work to be provided by the co-ordinator.
- To aid the teacher in classroom discipline reinforcing the teacher's standards of behaviour and tidiness within the classroom.
- Work with and supervise small groups of children using ICT equipment/software.
- Accompany groups or individuals around school e.g. library, RW Inc.
- Preparation of classroom/education materials and organise supplies of classroom/educational materials and equipment, eg end of term audit of remaining supplies.
- Supervise pupils on school educational trips (if applicable) and First Aid and/or break time playground supervision (when required).
- Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them.

Social and emotional support:

- Provide a sense of security and confidence by offering support whilst understanding the child's needs and help them navigate social situations.

Behaviour, therapy and play:

- To implement agreed behaviour management strategies to promote positive behaviour
- To support pupils to participate as inclusively as possible in all activities
- To help pupils manage their own feelings and relationships with others



Whiteknights

Growing Greatness

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Fairlawn Green, Shinfield Rise,
Reading, Berkshire, RG2 8EP
Telephone: 0118 987 2588
admin@whiteknights.wokingham.sch.uk
www.whiteknights.wokingham.sch.uk

@wokingham_knight 
adteacher: Mrs B Reynolds

Care and safety:

- Observe Health and Safety regulations relating to the school at all times. To ensure that food or water spilt onto the floor is cleared up promptly. To ensure that appropriate footwear is worn and that suitable clothing is worn in the winter for outdoor supervision of pupils.

Communication:

- To establish and maintain effective communication with parents, carers and families about the care and education of their children through communication books review meetings and phone calls as agreed with the Senco/Class Teacher:

Team working:

- Assist in the assessment, monitoring and recording of student progress and behaviour and the maintenance of record keeping systems
- To provide cover for colleagues including in unfamiliar classes
- To work flexibly as part of the classroom team and to take part in the support and induction of new staff.
- Carry out general examination administration tasks and maintain class records at the request of the teacher.
- Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (as appropriate).
- Undertake Lunchtime Controller duties for 30 minutes per day, focusing on the delivery of an enjoyable and safe lunchtime experience to our pupils at all times. Supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
- Assist with putting out tables and chairs for lunch if required. Ensure that the tables and the area are clean and clear of rubbish as the lunch session progresses and that the hall is clean and tidy for the afternoon school session. To ensure that children put their dirty plates and cutlery in the correct place.
- To complete suitable First Aid training as directed by the Head Teacher. Deal with minor accidents and administer First Aid as required and in accordance with the school's policy. To ensure that accidents are recorded and reported to teaching staff in accordance with the school's policy.
- Carry out any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.



Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment) and code of conduct.
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme

Diversity, Equality and Inclusion:	To work inclusively, with a range of diverse stakeholders and promote equality of opportunity and a culture of zero tolerance towards discrimination of any kind.
Health, Safety and Welfare	To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
Safeguarding	<p>BPET is committed to safeguarding and promoting the welfare of its children and expects all employees and volunteers to share this commitment.</p> <p>You will be fully aware and comply with the safeguarding and child protection policies and procedures</p> <p>This role has specific responsibilities in relation to the safeguarding of children and you will champion safeguarding at every opportunity.</p>



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Knowledge, Skills and Abilities, Experience and	<p>Essential</p> <p>NVQ Level 2 or equivalent in English and Maths.</p> <p>Knowledge of the requirements of the National Curriculum.</p> <p>Training in relevant learning strategies e.g. RWInc, Inspire Maths.</p> <p>Specific SEN Training e.g. ASD, Dyslexia (desirable not essential).</p> <p>Good understanding of child development and learning processes.</p> <p>Good questioning, good observation and assessment skills.</p> <p>Ability to form good relationships with students, within a working environment and also be able to work independently.</p> <p>Use of ICT effectively to support learning.</p> <p>An ability to speak clearly with confidence and accuracy, using accurate sentence structures and vocabulary.</p> <p>Effective administrative and numeracy skills to complete appropriate task.</p> <p>An understanding of the educational objectives of the school.</p> <p>An understanding of how children learn.</p> <p>Ability to support learning across all areas of the curriculum.</p> <p>Experience of working in a challenging environment.</p> <p>Excellent communication skills including written skills and the ability to communicate sympathetically with children and parents.</p> <p>Ability to support emotional wellbeing, self-reliance, self-esteem and resilience in others.</p> <p>Passionate about supporting young people with or without a disability in a dignified and person centred way.</p> <p>Committed to a proactive approach to meeting the needs of students.</p> <p>Is approachable and helpful.</p> <p>Acts with honesty, integrity and discretion Is concerned with the health, safety and wellbeing of others.</p>
Personal Characteristics	<p>Respects confidentiality at all times.</p> <p>Displays drive and energy and enthusiasm to enable progress and achieve results.</p> <p>Works systematically and plans effectively.</p> <p>Delivers on objectives.</p> <p>Committed to continuous professional development.</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations.</p> <p>Able to keep calm when under pressure.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p> <p>Commitment to the school's ethos, aims and its whole community.</p>



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Signed _____

Date _____