



The Ashby Federation



Job Description

Teaching Assistant and Wraparound Care Support

At the Ashby Federation, it is important to us that all adults contribute to the growth and development of every child and support their individual needs. We expect all staff to provide quality care for all children who attend the setting in keeping with the ethos and policies of the school.

Main purpose

The Teaching Assistant is appointed to work under the overall direction of the Head Teacher/SENCO and in conjunction with class teachers to support both small groups of pupils and individually nominated children. The main purpose of the job is to:

- Support pupils both socially and academically
- Seek to enable pupils to become more independent learners
- Help to raise standards of achievement for all nominated pupils so that they reach their full potential, physically, socially and intellectually, regardless of gender, race or disability
- Meet the expectations of the School's Code of Conduct

Breakfast and After School Club Assistants will:

- Provide comprehensive care for the children attending to all needs both personal and social and emotional
- Meet the expectations of the School's Code of Conduct

DUTIES AND RESPONSIBILITIES

Support for the pupils:

- Support pupil's learning activities.
- Help with the care and support of pupils.
- Contribute to the health and well-being of pupils.
- Establish and maintain relationships with individual pupils and groups.
- Support and lead 1 to 1 and group learning activities by promoting independent learning and developing learning skills.

Support for the teacher:

- Assist class teachers with maintaining pupil records.
- Contribute to management of pupil behaviour in line with the schools' Behaviour Policy
- Contribute to and plan learning activities in consultation with the teachers and SENCO.
- Assist in preparing and maintaining the learning environment.

Support for the school:

- Contribute to a good working relationship with both staff and parents.
- Review and develop own professional practice.
- To carry out other duties if directed by the Head Teacher that may be regarded as within the nature of the duties and responsibilities of the post.

Duties and responsibilities for wraparound support

- Plan, prepare and deliver quality play opportunities within a safe and caring environment.
- Provide meals and snacks ensuring that hygiene, health and safety standards are met.
- Liaise with office staff to ensure that appropriate resources and food are available for the booked numbers.
- Communicate effectively with parents, pupils, colleagues and other professionals.
- Ensure that the environment is safe and engaging.
- Administer first aid when necessary.
- Following the schools safeguarding procedures and policies
- Ensure that the correct end of session procedures are followed especially in the event of a child not being collected.
- Take registers in a timely manner and ensure that all children are accounted for at all times.
- Ensure that collected children are signed out appropriately.
- Communicate with SLT in a timely manner if there have been any issues in sessions.
- Manage the behaviour of children according to the schools' Behaviour Policy
- Be a good role model to all children encouraging appropriate hygiene prior to eating and respectful school resources.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the staff member will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School or line manager.

Name.....Signed

Date.....

April 2024