



Winlaton West Lane Community Primary School

West Lane, Winlaton, Tyne and Wear, NE21 6PH

Tel: 0191 4142557 Fax: 0191 4140764

Email: school@wwlcp.school

Website: www.winlatonwestlane.org.uk

'We Reach for the Stars'

Job Purpose

To undertake work/care/support programmes, prepare general support in the preparation and maintenance of resources and support the teacher in ensuring the health and safety of pupils. Work may be carried out in the classroom or outside the main teaching area. Level 2 requires less direct instruction/guidance from the teacher.

The key roles of this post will generally include:

1. Providing support for pupils by

1. Attending to personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters
2. Supervising and supporting pupils ensuring their safety and access to learning
3. Establishing good relationships, acting as a role model and being aware of and responding appropriately to individual needs
4. Promoting the inclusion and acceptance of all pupils
5. Encouraging interaction with others and engaging pupils in activities led by the teacher
6. Encouraging pupils to act independently as appropriate

2. Providing support for the teacher by

12. Preparing the classroom as directed for lessons, clearing afterwards and assisting with the display of pupils work
13. Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
14. Undertaking pupil record keeping as requested, eg filing of records and pupil profiles
15. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
16. Gathering/reporting information from/to parents/carers as directed
17. Providing clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

3. Providing support for the curriculum by

18. Supporting pupils to understand instructions
19. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
20. Supporting pupils in using basic ICT as directed
21. Preparing and maintaining equipment/resources as directed by the teacher, assisting pupils in their use
22. Carrying out annual stocktaking as directed



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Knowledge and Qualifications

Essential

Knowledge of:

- Basic ICT - computer, video, photocopier
- Makaton

Qualifications:

- Level 1 Teaching Assistant
- Good numeracy and literacy skills

Experience:

- Working with or caring for children of relevant age

Desirable

Knowledge of:

- Current restraint techniques

Qualifications:

- DfES Teacher Assistant Induction Programme
- Full First Aid Qualification

Experience:

- Basic clerical duties
- Working as part of a team