MARISH ACADEMY TRUST

MARISH PRIMARY SCHOOL
Tel: 01753 819900,
post@marishandwillow.co.uk.

WILLOW PRIMARY SCHOOL
Tel: 01753 551854,

www.marishacademytrust.co.uk

Executive Headteacher: Mrs H G Denham B.A., M.Ed. Headteacher: Miss A Court B.A., NPQH
Deputy Headteachers: Mrs L Kelly, Mr D Sinclair, Mrs N Gentles, Miss E Dowe, Mrs S Quadir

Teaching Assistant for SEN Unit
Job Description

Main Duties and Responsibilities:

Under direct instruction of teaching/senior staff:

- Provide for the pupils' welfare and personal care both individually and in groups and ensure their safety.
- Promote inclusion, act as a role model, show awareness of individual needs and respond to them.
- Encourage pupil interaction and engagement with teacher led activities.
- Prepare and routinely maintain classroom materials/resources/displays, assist pupils in their use, clear afterwards and display pupils' work.
- Support and supervise pupils in lessons in relation to local and national learning strategies e.g. literacy, numeracy and key stage 1/2 tasks and using basic ICT to promote learning.
- Be aware of pupil problems and achievements and report to teacher as appropriate.
- Support the teacher in managing behaviour, report difficulties as appropriate.
- Undertake pupil record keeping, gather and report information from and to parents/carers as required.
- Provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school's and Borough's equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- Assist with the supervision of pupils out of lesson times and accompany school trips and other out of school activities with the teacher as required.
- Undertake any other similar duties as required.
- Under direction of the post holder you will be responsible for the management of classroom resources the replenishment of materials, setting up of the classroom and ensuring the safety of the teaching environment

The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.
All disabled applicants who meet the minimum criteria for the job will be invited to interview