

Job Description - Teaching & Wrap Assistant

<p>Title: Teaching & Wrap Assistant</p> <p>Hours: 8.15am - 6.00pm Monday-Friday (37 Wks) 8.30am - 5.30pm Monday-Friday (7 Wks)</p> <p>Holidays: Easter x 2 weeks Christmas x 2 weeks May HT x 1 week Elective x 3 weeks outside of term</p>	<p>Section: Teaching</p> <p>Reports to: Class teacher & Wrap Manager</p>
--	--

Main purposes of the job:

Overall to assist in the educational and social development of pupils, under the direction and guidance of the class teacher from 8.30am - 3.00pm term time:

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

Overall to assist in the care and social development of pupils, under the direction and guidance of the wrap manager from 3.00pm - 6.00pm term time, 8.30am - 5.30pm outside of term:

The role forms a central part of the work of the After School Club and they will work closely with other support staff to contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 3 and 11 years of age.

Work may be carried out in the classrooms or outside the main school buildings.

Key Deliverables:

Teaching and Learning

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
2. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
3. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on their own by, for example: clarifying and explaining instructions; ensuring the child is able to use equipment and materials provided; assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation; helping children to concentrate on and finish work set; meeting physical needs as required whilst encouraging independence; assisting with the implementation of Individual Education Plans/Behaviour Plans and Personal Care programmes; developing appropriate resources to support the children;
4. Assist class teachers with the maintaining of records/assessments.

Wrap

1. Providing a safe, stimulating and happy environment for pupils.
2. Supervision of pupils whilst attending Wrap, including arrival/departure/visits to the toilet.
3. Setting up of the Wrap areas, ensuring that the setting is left clean & tidy at the end of the session.
4. Contributing to the planning and preparation of activities.
5. Logging of pupils including time of collection and name of collector.

6. Monitoring the safety of pupils while attending Wrap.
7. Logging all incidents of danger, such as accidents.
8. Maintaining confidential records, informing the Manager/SLT of updated information.
9. Undertaking observation, assessment and record keeping as required.
10. Ensuring no pupils are left unsupervised at any time.
11. Ensuring the children receive adequate refreshments, helping to promote healthy eating.
12. Supervision and assistance of the pupils in their activities throughout their session.
13. Covering colleagues' working hours in times of emergency/sickness.
14. To assist with any reasonable request from the Wrap Care Manager and SLT.

Professional Development

- Reviewing from time to time your methods of teaching and programme of work
- Participating in arrangements for your professional development

Administrative Duties

- Prepare and present displays of student's work
- Support class teacher with filing, photocopying, marking, assessments in order to support teaching

Discipline, Health and Safety

- Maintaining good behaviour management and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere

Supervision Duties

- To be responsible for the supervision of pupils during break time, in the garden and on the school premises as required by the school - typically one morning break and one lunch break per week
- To encourage the development of social skills amongst the pupils
- To ensure the pupils take responsibility for their environment
- To promote good behaviour and discipline within the policies and procedures of the school
- To encourage skills of self discipline i.e. how to move around the school, socialising with others
- To support/lead, as appropriate, extra- curricular clubs

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that the child is suffering or likely to suffer significant harm either at school or at home s/he must report any concerns to the School DSL or to the Head or indeed to the School's ADE so that a referral can be made accordingly to the relevant third party services.

PRINT FULL NAME:

DATE:

SIGNATURE: