



Job Description – Teaching Assistant for Named Child – Level 2 Westfield Junior School

Westfield Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION

POST TITLE: Teaching Assistant

RESPONSIBLE TO: Co-headteacher/Class Teacher/SENCO

PURPOSE OF JOB

To assist in the support a pupil with special educational needs, to enable her to access the curriculum and to make progress in line with that of his peers wherever possible.

RECEIVES SPECIFIC INSTRUCTIONS FROM

Special Educational Needs Co-ordinator

MAIN RESPONSIBILITIES

Supporting Pupils

- To develop an understanding of the educational needs of the pupil involved
- To assist pupil to learn as effectively as possible in class, group and individual situations
- To establish a supportive relationship with the pupil concerned
- To ensure the integration of the pupil into the class
- To help promote and reinforce the pupil's confidence, self-esteem and independence
- To help keep the pupil on task, build motivation and maintain appropriate behaviour
- To deliver 1:1 teaching programmes as required
- To support other pupils within the class and beyond as required

Supporting the SEN Co-ordinator/Class Teacher



- To assist in the development, implementation and review of intervention programmes for the pupil
- To monitor and record the pupil's progress
- To contribute to the evaluation of support programmes by providing regular feedback about the pupil to the teacher
- To contribute to statutory reviews if required .

Supporting the School

- To liaise, advise and consult with other members of the school team and outside agencies supporting the pupils when asked to do so
- To attend relevant in-service training
- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies including the health and safety policy.

Any other tasks as directed by the Headteacher which are consistent with the aims of the post.

Reviewed September 2026