

Forest School and Emotional Literacy Support Assistant Job Description

Job title:	Teaching Assistant (Level 2)	Ealing GLPC Grade:	Scale 5
School:		Post No:	
Line manager:	Senior teacher, Class teacher, Senior Teaching Assistant		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:			

Main purposes of the job

- To support the children and young person's emotional development and help them cope with life's challenges and help children and young people to find solutions to problems they might have.
 - To lead rich and creative Forest School sessions in a safe natural environment.
 - To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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Main responsibilities and tasks

Support for pupils:

1. Under the specific supervision of the DSL and Assistant Head for Inclusion, to work with individuals and groups of pupils to deliver emotional and social learning programmes.
2. To encourage pupils to interact with others and engage in activities.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.

Support for the teacher:

5. To prepare and maintain resources and equipment as required by the role and assist the pupils in their use.
6. To prepare the forest school for sessions, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
7. To provide regular feedback to teachers on pupils' achievement and progress.
8. To maintain records on Cpoms or Arbor as appropriate.
9. To share information with the DSL and external services as appropriate.

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10. To be aware of the planning of work and activities.

Support to the school

11. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
12. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
13. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
14. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
15. To attend relevant meetings and participate in training opportunities and professional development as required.
16. To attend relevant meetings and participate in relevant training and performance development as required
17. To adhere to school health and safety policy including risk assessment and safety systems
18. To adhere to school policy on equality and diversity

Support for the curriculum

19. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
20. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher

Signatures – line manager and job holder

Signature of Manager:	Date:	/ /
Signature of post holder:	Date:	/ /
