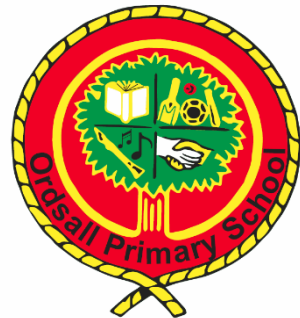


<b>Job Description</b>			
<b>Title</b> <b>TEACHING ASSISTANT - PRIMARY</b> (previously grade 2 qualified) <b>Grade 4 scp 19 - 23</b>	<b>School:</b> <b>Ordsall Primary School</b>	<b>Profile Learning Support 4a PRI</b>	
<b>Job Purpose</b> To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task.			
<b>Key Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Using specialist (curricular/learning) skills/training/experience to support pupils</li> <li>2. Assisting with the development and implementation of Individual Education/Behaviour Plans</li> <li>3. Establishing productive working relationships with pupils</li> <li>4. Promoting the inclusion and acceptance of all pupils</li> <li>5. Supporting pupils consistently whilst recognising and responding to their individual needs</li> <li>6. Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities</li> <li>7. Promoting independence and employ strategies to recognise and reward achievement of self reliance</li> <li>8. Providing feedback to pupils in relation to progress and achievement</li> <li>9. Setting challenging and demanding expectations and promote self-esteem and independence</li> <li>10. Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development</li> <li>11. Supporting provision for pupils with special needs including specialist support</li> <li>12. Working with the teacher to establish an appropriate learning environment</li> <li>13. Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate</li> <li>14. Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li> <li>15. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>16. Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested</li> <li>17. Undertaking marking of pupils' work and accurately record achievement/progress</li> <li>18. Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with</li> </ol>			

- established policy and encourage pupils to take responsibility for their own behaviour
19. Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
  20. Administering and assessing routine tests and invigilate exams/tests
  21. Undertaking home visits as required
  22. Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
  23. Assisting in the development and implementation of appropriate behaviour management strategies
  24. Facilitating smooth transition between educational phases
  25. Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc
  26. Supporting pupils in their learning in all areas of the curriculum
  27. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
  28. Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
  29. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
  30. Helping pupils to access learning activities through specialist support
  31. Determining the need for, preparing and maintaining general and specialist equipment and resources
  32. Providing appropriate guidance and support in the training and development of staff as appropriate
  33. Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours
  34. Providing cover for the provision of PPA time for teaching staff, plus short term cover for absence for other staff
  35. Supervising pupils on visits, trips and out of school activities as required
  36. Supporting Teaching Assistant students in school settings

### **General Responsibilities**

37. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
38. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
39. Contribute to the overall ethos/work/aims of the school
40. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
41. Attend and participate in regular meetings
42. Participate in training and other learning activities as required
43. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
44. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job

description in specific terms, following consultation with the Recognised Trade Unions

45. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
46. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
47. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement