



JOB DESCRIPTION

Job Title:	TEACHING ASSISTANT LEVEL 2
Location:	St John's C E Primary School
Salary/Grade	NJC 5-7#10
Type of Position:	Full Time
Holiday:	Annual leave – holidays may only be taken during school holidays
Reporting to:	Inclusion Leader

Experience	<ul style="list-style-type: none"> Working with or caring for children of relevant age
Qualifications	<ul style="list-style-type: none"> Good numeracy/literacy skills - required Completion of DfES Teacher Assistant Induction Programme - desired NVQ 2 for Teaching Assistants or equivalent qualifications or experience - desired Training in the relevant learning strategies e.g. literacy - desired First aid training/training as appropriate - desired
Knowledge/Skills	<ul style="list-style-type: none"> Effective use of ICT to support learning – desired Appropriate knowledge of first aid - desired Use of other equipment technology – video, photocopier - required Understanding of relevant policies/codes of practice and awareness of relevant legislation - desired General understanding of national/foundation stage curriculum and other basic learning programmes/strategies - desired Basic understanding of child development and learning - desired Ability to self-evaluate learning needs and actively seek learning opportunities - required Ability to relate well to children and adults - required Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these - required

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1. MAIN PURPOSE OF THE JOB:

To support the classroom teacher with their responsibility for the development and education of all pupils.

To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.

2. SUPPORT FOR THE PUPILS

- 2.1. Assist with the development and implementation of Individual Educational Healthcare Plans.
- 2.2. Establish constructive relationships with pupils and interact with them according to individual needs.
- 2.3. Encourage pupils to interact with others and engage in activities led by the teacher.
- 2.4. Set challenging and demanding expectations and promote self-esteem and independence.
- 2.5. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- 2.6. Supervise and support pupils' ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities.
- 2.7. Promote the inclusion and acceptance of all pupils.
- 2.8. Encourage pupils to act independently as appropriate.

3. SUPPORT FOR THE TEACHER

- 3.1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- 3.2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- 3.3. Assist with the planning and delivery of learning activities.

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- 3.4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- 3.5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 3.6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 3.7. Establish constructive relationships with parents/carers
- 3.8. Administer routine tests and invigilate exams and undertake routine marking of pupils' learning.
- 3.9. Support teaching /senior staff with routine administration, e.g. photocopying, typing, filing, money, administration of coursework etc.
- 3.10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

4. SUPPORT FOR THE CURRICULUM

- 4.1. Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- 4.2. Assist with the implementation of programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher.
- 4.3. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- 4.4. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- 4.5. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

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5. SUPPORT FOR THE SCHOOL

- 5.1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 5.2. Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- 5.3. Contribute to the overall ethos/work/aims of the school.
- 5.4. Appreciate and support the role of other professionals.
- 5.5. Attend and participate in relevant meetings as required.
- 5.6. Participate in training and other learning activities and performance development as required.
- 5.7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 5.8. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

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