

Monkfrith Primary School

Job Description: Teaching Assistant (Level 2)

Responsibilities:

- Responsible to the Head Teacher and Governors.
- To work under the direction of the Class Teacher and SENCo, in consultation with the Head Teacher, to provide care, learning support and assistance to pupils. To work collaboratively with all staff in implementing the aims and objectives of the school.

Support for the Pupil

- To develop the knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported.
- Taking into account the learning support involved, to aid children to learn as effectively as possible both on their own and in group situations, by for example:
 - Supporting children to meet targets set in Support Plans and Emotional Regulation Plans
 - Clarifying and explaining instructions
 - Supporting the developmental needs of children, including personal hygiene, toileting, mobility and social skills as appropriate
 - Supporting children to use equipment and resources.
 - Supporting children to meet their sensory and communication needs.
 - Supporting children to following a personalised timetable, as appropriate.
- To support the children to build self esteem and regulate emotions.
- Assist the class teacher with the development and implementation of the curriculum.
- Establish constructive relationships with children and interact with them according to individual needs.
- Promote inclusion and acceptance of all pupils.
- Support children to have successful interactions with peers.
- Support children to engage in learning activities.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher and Senior Management Team to support the pupils to achieve targets.
- To assist with the planning of learning activities.

- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.
- Provide detailed and regular feedback to teachers on pupils achievements and progress.
- Promote good behaviour through implementing the behaviour policy and individual behaviour plan and risk assessment as appropriate.
- Establish constructive relationships with parents/ carers.
- Support teaching staff with routine administration e.g. photocopying and preparation of resources.

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Assist with the implementation of programmes linked to local and national learning strategies.
- Prepare, maintain and use equipment/ resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with the policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the Head teacher.
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Implement advice from other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils outside of lesson times.
- Accompany teaching staff and pupils on educational visits if appropriate.

PERSONAL SPECIFICATION

Teaching Assistant Level 2

Qualifications and	E	The candidate should have: Experience of working with children in a primary
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experience	E E D D D	educational setting NVQ Level 2 for Teaching Assistants or equivalent or a good Honours Degree Good Numeracy and Literacy skills (GSCE Grade C or above or equivalent) Experience of working with children with a range of special educational needs Training in Team Teach – positive handling techniques First Aid Certificate
Knowledge and key skills	E E E E D	The candidate should: General understanding of learning in the primary schools setting Be flexible and creative in delivering learning experiences Be able to communicate effectively with a wide range of people, including modelling good English Language and written skills Have knowledge of approaches which support children with a range of special educational needs Have skills in working with children with complex needs
Professional and personal qualities	E E E E E E	The candidate should: Be calm and positive Be able to work on own initiative Have the ability to relate well to all children and adults within the school community Be able to work constructively as part of a team Display enthusiasm, flexibility and energy in the post Display commitment to learning in relation to developing aspects of the role