



## **JOB DESCRIPTION – TEACHING ASSISTANTS – LEVEL 2**

**School:** Ruislip Gardens Primary School – Specialist Resource Provision

**Actual Salary / grade:** Scale 3; points 5-6 (**£22,929 – £23,256 per annum inclusive of Outer London Weighting**)

**Hours:** 32.5 hours per week, term time only + 5 training days. 8:30am - 3:30pm.

**Responsible to:** SLT

### **Job Purpose:**

The Teaching Assistants will:

- Work under the direct instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area
- Assist with the promotion of inclusion for all pupils in the Specialist Resource Provision (SRP) as part of the mainstream setting
- Assist in the positive behaviour management requirements in the classroom and around the SRP
- Work as part of the school team to offer a coherent and consistent package of support to teachers and relevant children
- Be flexible and willing to adjust and adapt to the changing needs and requirements of responsibility
- Contribute to the overall ethos, work and aims of the school

### **Safeguarding:**

Ruislip Gardens is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## **KEY AREAS OF IMPACT**

### **Main duties and Responsibilities:**

#### Operational:

- Attend to the children's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with changing and personal care
- Supervise and provide personalised support for pupils, ensuring their safety and access to learning
- Assist with development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Supervise and support children ensuring their safety and access to learning
- Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to children in relation to progress and achievement under the guidance of the teacher



- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of children's work
- Use strategies, in liaison with the teacher, to support children to achieve learning goals
- Assist with the planning of learning activities
- Monitor children's responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on children's achievement, progress, problems etc
- 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
- Establish constructive relationships with parents/carers
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare and maintain equipment/resources required to meet the lesson plan/relevant learning activity and assist pupils in their use
- 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
- Appreciate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times

### Administrative

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
- To deal with correspondence promptly and as required
- Provide clerical/administrative support e.g. photocopying, typing, filing

### General

- To attend relevant meetings and training sessions as required
- To attend school events as required
- Understand and assist in interpretation of school policies
- To assist in escorting pupils on educational visits and to participate in extra-curricular activities as required
- To cover for absent colleagues as directed

### **Additional Duties**

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Actively engage in the appraisal process
- Continue professional development as agreed
- Alert the Designated Safeguarding Lead in the event of any suspected Child Protection issues that may be affecting a learner;

### **Additional Notes**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.



Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check with a Barred List check, online searches, satisfactory references and other pre-employment checks.**