

JOB DESCRIPTION

School:	Department/Division: Education & Community Services
Post Reference No:	Location: Geoffrey Field Infant School
Job Title: TEACHING ASSISTANT - GENERAL LEVEL 2	Salary range/grade: RG3 Pt 5 - 11

JOB PURPOSE

LEVEL 2 - To work under the instruction/guidance of teaching/senior 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.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Line Manager: Area Team Leader

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils 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 pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- 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, to support pupils to achieve learning goals
- 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' attainment & progress
- 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
- Provide clerical/admin support e.g photocopying

SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none"> • Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning outcomes and assist pupils in their use
SUPPORT FOR THE SCHOOL
<ul style="list-style-type: none"> • 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 • Be aware of the requirements in the Staff Handbook, especially in relation to the use of Facebook & other social networking sites • Be aware of and support inclusion and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher <p>Health & Safety. All staff:</p> <ul style="list-style-type: none"> • Must act in the interest of health and safety, both their own and that of members of the public and others • Must co-operate with the efforts of management to ensure health and safety • Must attend training provided, read documents provided and put into practice all instruction intended to ensure safety • Must report all accidents, incidents and hazards immediately to their line manager • Must respect and make proper use of all equipment provided to ensure safety in the workplace

SCOPE OF JOB (Budgetary/Resource control, Impact)
No budgetary or resource implications
SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST
<p>What level of CRB check is required for this post? ENHANCED</p> <p>Does the post require a Protection of Vulnerable Adults (POVA) check? NO</p> <p>Does the post require a Protection of Children Act (POCA) check? Yes</p> <p>What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? - Nil</p> <p>Is this post 'politically restricted'? No</p> <p>What Level H&S Responsibilities are applicable to this post? LEVEL 1</p>