Moorside Academy – Role Profile

Teaching Assistant - Level 2(a) (Grade 4)

POST TITLE:	Teaching Assistant - Level 2a
GRADE:	Grade 4 SCP 4 -6
CAR USER:	N/A
LOCATION:	Moorside C P Academy, Skelmersdale
RESPONSIBLE TO:	
STAFF RESPONSIBLE FOR:	N/A

JOB PURPOSE: The main objectives to be achieved by the postholder

Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with the pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

MAIN ACTIVITIES: What the postholder will actually do
What prescribed duties the postholder will have

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- Provide nurture and support for all pupils.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- To carry out duties involving children's personal hygiene and care

Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of

records.

- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience**.**
- To provide clerical and administrative support including the collection and recording of money.
- To report to parents of pupil progress and development

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within the Academies policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply out general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of the children and young people and expects all staff and volunteers to share this commitment.

Person Specification Form

Post Title - Teaching Assistant - Level 2(a)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	E	AF
GCSE Grade C & above or equivalent qualification in English/ Literacy and Mathematics/Numeracy	E	AF
Experience		
Experience of working in a classroom environment	E	AF/I/R
Experience of Administrative work	D	AF
Experience of supporting pupils with challenging behaviour	D	AF
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	AF/I/R
Ability to relate well to children and use a nurturing approach to teaching and learning	E	AF/I/R
Ability to work as part of a team	E	AF
Good communication skills	E	AF/I
Ability to supervise and safeguard children	E	AF/I/R
Time management skills	D	AF/R
Organisational skills	D	AF
Knowledge of classroom roles and responsibilities	D	AF/I/R
Knowledge of the concept of confidentiality	E	AF/I/R
First Aid Certificate	D	AF
Administrative skills	D	AF
Good numeracy and literacy skills	E	AF
Ability to assess children's development	D	AF
Ability to make effective use of ICT	D	AF
Flexible attitude to work	E	AF/I/R
Other		
Commitment to undertake in –service development	E	AF

Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I/R
Special Requirements		