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

JOB DESCRIPTION

Job Title: Teaching Assistant – Level 2

School/Service: Stretham Community Primary School

Reports to: Class Teacher / Team Leader

Grade: Level 2

Location: Reception / Key Stage 1 **/** Key Stage 2

Hours: 22 hours per week

Job Purpose:

- To provide effective 1:1 and small-group support for pupils, particularly those with SEND, enabling them to access and participate fully in learning and school life.
- To support the class teacher in delivering high-quality learning and provision that meets the needs of all pupils.
- To deliver planned learning activities and programmes to individuals and small groups under the direction of the class teacher.
- To promote pupils' academic, social, emotional and personal development and contribute to raising standards of achievement.
- To support an inclusive, positive and engaging learning environment where all pupils are encouraged to achieve their potential.
- To contribute to the effective running of the school by following its policies, systems and procedures and working collaboratively with colleagues.

Principal Accountabilities:

1. **1. Support for Pupils**

- Supervise and support pupils, particularly those with SEND and additional care or developmental needs, ensuring their safety, wellbeing and access to learning.
- Establish positive, supportive relationships with pupils and parents/carers, responding appropriately to individual needs.
- Support pupils on a 1:1 basis to access learning through appropriate scaffolding, prompts and adapted activities, while promoting independence and self-esteem.
- Support the teacher to adapt lessons and learning activities to meet individual and small-group needs, including pupils with communication, cognitive, behavioural or language needs.
- Deliver planned learning activities and programmes to individuals and small groups, as agreed with the teacher.
- Support the implementation of learning, behaviour and personal care plans as directed.
- Promote inclusion, participation and positive relationships, encouraging pupils to engage with learning, activities and others.

- Set high expectations for pupils and encourage them to develop confidence, independence and positive attitudes towards learning.
- Provide appropriate feedback to pupils on their progress and achievement, under the guidance of the teacher.

2. Support for the Teacher

- Assist with the planning, preparation and evaluation of learning activities and programmes for individuals and groups.
- Use agreed strategies to support pupils in achieving their learning goals and contribute to the assessment and review of their progress.
- Monitor, record and track pupils' achievement and progress, contributing to APDRs and providing regular, relevant feedback to teachers.
- Support the management of pupil behaviour by promoting positive behaviour, anticipating potential difficulties and responding appropriately to incidents in line with school policies.
- Create and maintain a purposeful, orderly and supportive learning environment, including preparing resources and displays of pupils' work.
- Assist with routine assessment activities, including tests, marking and examination invigilation, as required.
- Maintain accurate class records and contribute to reports on pupils' progress and development as directed.
- Establish constructive relationships with parents/carers and communicate relevant information appropriately.
- Provide routine clerical and administrative support, including photocopying, typing, filing and preparation of materials, as required.

3. Support for the Curriculum

- Support the delivery of the school curriculum through structured and agreed learning activities, including targeted literacy and numeracy support.
- Deliver agreed learning programmes and interventions to enhance learning, improve attainment and meet individual pupil needs, adapting activities in response to pupil progress and engagement.
- Support pupils to develop confidence, competence and independence in the use of ICT and suggest opportunities where technology can enrich learning.
- Prepare, maintain and use appropriate equipment and resources to support planned learning activities.
- Monitor and record pupils' achievement and progress during learning activities and provide feedback to the teacher.
- Support the implementation of relevant local and national learning strategies and programmes, as directed.

4. Supporting the School

- Develop and maintain effective, professional working relationships with pupils, colleagues, parents and carers, contributing positively to the ethos, aims and wider life of the school.
- Comply with school policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting concerns appropriately.
- Promote equality, diversity and inclusion, ensuring all pupils have equal access to learning and development opportunities.
- Contribute to maintaining a safe, healthy and supportive environment for pupils and staff.
- Attend and actively participate in staff meetings, relevant meetings, training and professional development activities as required.
- Support the professional development of other teaching assistants and colleagues where appropriate.
- Assist with the supervision of pupils during lessons, playtimes and other activities, including swimming and other practical activities.
- Accompany pupils on educational visits, trips and out-of-school activities and supervise groups of pupils under the direction of the teacher.

- Support and participate in school events and activities, such as assemblies, performances and other whole-school events.
- Undertake First Aid training and provide first aid support as required, in accordance with school procedures.

Flexibility Clause
As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
Variation Clause
This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Stretham Community Primary School fully recognises the responsibility it has under the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators that may suggest the child's physical or emotional well-being is at risk. Staff are expected to pass their concern to one of the 3 child protection officers in school by means of completion of a Logging Concern form on MyConcern.

Child Protection Officers:

Headteacher (also DA and PREVENT Lead)
Deputy Headteacher (also Online Safety Lead)
Behaviour Lead