


Job Description			
Title TEACHING ASSISTANT - PRIMARY Grade 2 scp (2-4)	School: <i>Cotgrave Candleby Lane</i>	Profile- Teaching Assistant- 2 PRI	
Job Purpose 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, with direct support available from the teacher or senior member of staff.			
Key Responsibilities 			

17. Supporting pupils and teacher during PE and other practical activities
18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use
19. Assisting with the supervision of pupils at break times
20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required
21. Assisting the teaching staff in the smooth transition between educational phases
22. Supporting pupils in their learning in all areas of the curriculum.
23. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
24. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
25. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
26. Supporting pupils and teacher during PE and other practical activities.
27. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
28. Assisting with the supervision of pupils at break times
29. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

General Responsibilities

30. Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
31. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
32. Contributing to the overall ethos/work/aims of the school
33. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
34. Appreciating and supporting the role of other professionals
35. Attending relevant meetings as required
36. Participating in training and other learning activities and performance development as required
37. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
38. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Teaching Assistant Person Specification

Job Purpose To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.		
Specification	Essential	Desirable
Ethos	<ul style="list-style-type: none"> Each post holder must share the commitment of the school with regards the values of- creativity, respect, perseverance, fun, pride, aspiration and responsibility All post-holders are expected to contribute to the development of young people and the community. 	
Qualifications	<ul style="list-style-type: none"> Qualifications in child care e.g. Level 2 Diploma of NVQ Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) OR <ul style="list-style-type: none"> Two years minimum experience as a Support Assistant with evidence of training undertaken Good numeracy/literacy/ICT skills 	<ul style="list-style-type: none"> Experience of working with children with a variety of educational needs. Experience of supporting children with personal care Manual handling training First Aid qualification Experience of working with external agencies eg, occupation health, physio therapists, cognition and learning

Experience	<ul style="list-style-type: none"> • Experience working within a school setting • Experience of supporting young people of all abilities • Experience of delivering specific intervention Programmes • Experience of safeguarding with in a school 	<ul style="list-style-type: none"> • Training in the relevant learning strategies • Experience in pastoral care
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of child development and learning • Supporting children with Special Educational Needs • How to support children in English and Maths • Recognising escalation in a child's mood and be able to develop strategies for de-escalation. • Understanding of behavioural strategies • Understanding of safeguarding • Ability to overcome communication barriers with children and adults 	<ul style="list-style-type: none"> • Understanding classroom roles and responsibilities and your own position within these.
Skills	<ul style="list-style-type: none"> • Model acceptable behaviour • Encourage social skills • Ability to work successfully with pupils with challenging behaviour • Flexible and able to respond quickly to new situations. • Resilience – the ability to remain calm and work well under pressure • Proven ability to think both strategically and creatively 	<ul style="list-style-type: none"> • Be able to offer advice, in a supportive way, to other members of staff • Able to recognise own training needs and willing to undergo relevant training

	<ul style="list-style-type: none">• Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide• Excellent communication skills (including written, oral and presentation skills)• Ability to work creatively and collaboratively• Flexible and open to continuous change• Commitment to our pupils and their learning, wellbeing and safety• Committed to equality• Able to build and maintain successful and purposeful relationships• Ability to work effectively within a team	
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