

HCAT
JOB DESCRIPTION

SECTION: Collingwood Primary
School
JOB TITLE: Teaching Assistant
(Level 2) to support specific
child on EHCP

Supporting and Delivering
Learning

JOB HOLDER:

GRADE OF POST: 3

REPORTING TO: Headteacher

DATE:

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.

PRINCIPAL ACCOUNTABILITIES: Main Tasks/ Duties/ Responsibilities.
SUPPORT FOR PUPILS

1. Supervises and provides particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Assists with the development and implementation of Individual EHCP
3. Establishes constructive relationships with pupils and interacts with them according to individual needs
4. Promotes the inclusion and acceptance of all pupils
5. Encourages pupils to interact with others and engage in activities led by the teacher
6. Sets challenging and demanding expectations and promotes self-esteem and independence
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

8. Creates and maintains a purposeful, orderly and supportive environment, in accordance with lesson plans and assists with the display of pupils' work
9. Uses strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. Assists with the planning of learning activities

- 11 Monitors pupils' responses to learning activities and accurately records achievement/progress as directed
- 12 Provides detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- 13 Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 14 Participates in discussions with parents/carers under the general direction of a teacher
- 15 Administers routine tests and invigilates exams and undertake routine marking of pupils' work
- 16 Provides clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- 17 Undertakes structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- 18 Undertakes programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- 19 Supports the use of ICT in learning activities and develop pupils' competence and independence in its use
- 20 Prepares, maintains and use equipment/resources required to meet the lesson plans/relevant learning activity and assists pupils in their use

SUPPORT FOR THE SCHOOL

- 21 Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 22 Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop
- 23 Contributes to the overall ethos/work/aims of the school in Restorative Approach
- 24 Appreciates and supports the role of other professionals and the Trust
- 25 Participates in training and other learning activities and performance development as required and attends and participates in relevant meetings as required
- 26 Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- 27 Accompanies teaching staff and pupils on visits, trips and out of school activities as required and takes responsibility for a group under the supervision of the teacher

GENERAL:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
3. The postholder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.
4. To promote the Trust's Equal Opportunity Employment Policy.
5. The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Council's Safety Policy and Programme. Specific details are outlined in the Departmental Safety Policy.
6. Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

DIMENSIONS: Number of people supervised/areas of activity/number of work places/budget amounts/cash amounts handled or processed each day.

Type of school ie Nursery/Primary/Secondary/SEN

Number of pupils

Number of year groups

Number of teaching staff

Number of school sites

Number of SEN pupils

Special nature of pupils eg EHCP for specific need

CONTEXT:

The school and LA have a strong commitment to developing a positive culture of high standards, expectations, achievements and meeting individual pupil needs and aspirations.

The schools contribution to pupils and community development will be pivotal in achieving LA and Councils ambitious objectives in increasing social inclusion within the city

Teaching Assistants play a key role in the delivery of broad based and relevant curriculum to meet individual pupil needs.

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

1. Experience of working with or caring for children of relevant age
2. Good numeracy/literacy skills
3. NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- 4 First aid training/training as appropriate
- 5 Training in the relevant learning strategies e.g. literacy, phonics, speech and language, behavioural, ASD.
6. Effective use of ICT to support learning
- 7 Use of other equipment technology –I pad ,photocopier
- 8 Understanding of relevant polices/codes of practice and awareness of relevant legislation
- 9 General understanding of national/foundation stage curriculum and other basic learning programmes/strategies

WORKING RELATIONSHIPS:

INTERNAL

All school staff, pupils, parents, trustees the community

EXTERNAL

Educational support staff, educational support services, other schools and educational establishments, the Council, other public services and community representatives

DECISION MAKING:

Makes decisions in connection with all principal accountabilities listed, within current school policies and procedures.

CHALLENGES AND KEY FEATURES:

1. To help raise standards of learning for pupils
2. To develop and maintain positive relations with pupils and parents/carers
3. To be committed and motivated to the objective of raising achievement in the school
4. To have a flexible approach to work as the postholder may be required to alter their hours to meet the operational needs of the school.

INTERPERSONAL SKILLS:

Caring/training/communication/persuasive/motivating/counselling skills.

1. Basic understanding of child development and learning
2. Ability to self-evaluate learning needs and actively seek learning opportunities
3. Ability to relate well to children and adults
4. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

PHYSICAL EFFORT AND WORKING ENVIRONMENT:

1. Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment)

Not applicable ☐ Moderate ☐

Low ☐ High ☐

2. Working Environment – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment)

Not applicable ☐ Moderate ☐

Low ☐ High ☐

EMOTIONAL DEMANDS:

3. Exposure to objectionable situations over and above that normally incurred in a day to day office environment)

Not applicable

☐

Significant

☐

Intense

☐

This Job Description conveys a full and accurate description of the job:

Signature

Designation

Date

1. CONFIRMED BY: (LINE MANAGER)

2. CONFIRMED BY: (CHIEF OFFICER)

3. RECEIVED & AGREED BY: (POST HOLDER)

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**The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

Grade established/Approved

DATE OF PANEL:

COMMITTEE: DATE:

H:/person/job evaluation