

# JOB DESCRIPTION

<b>CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO</b>	This Trust / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>SCHOOL</b>	Norfolk Community Primary School
<b>POST TITLE</b>	TEACHING ASSISTANT - LEVEL 2
<b>ROLE PROFILE</b>	LD2.5
<b>TOOLKIT JOB REF NUMBER</b>	ToolkitJD-2b
<b>GRADE</b>	3 (inclusive of JWCs) Mainstream School
<b>RESPONSIBLE TO</b>	Line Manager as defined in staffing structure
<b>RESPONSIBLE FOR</b>	As defined in staffing structure
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	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
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• GOOD LITERACY/NUMERACY SKILLS</li> <li>• COMPLETION OF DfE TEACHER ASSISTANT INDUCTION PROGRAMME</li> <li>• NVQ 2 FOR TEACHING ASSISTANTS OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE</li> <li>• TRAINING IN THE RELEVANT LEARNING STRATEGIES E.G. LITERACY</li> <li>• FIRST AID TRAINING/TRAINING AS APPROPRIATE</li> </ul>

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

**Main Duties and Responsibilities****SUPPORT FOR PUPILS**

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

**SUPPORT FOR THE TEACHER**

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
10. Assist with the planning of learning activities.
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
13. 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.
14. Establish constructive relationships with parents/carers.
15. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
16. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## **SUPPORT FOR THE CURRICULUM**

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
18. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **SUPPORT FOR THE SCHOOL**

21. 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.
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school.
24. Appreciate and support the role of other professionals.
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
28. 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.
29. Any other related duties as may arise.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield South East Trust's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE:</b>
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