

Asterdale Primary School

Job Description

TA Level 2

JOB PURPOSE

To work with teachers to support teaching and learning, providing support to the teacher in all aspects of the curriculum, age range or additional needs. To take personal responsibility for specific tasks or people delegated by teacher or Head Teacher.

ACCOUNTABILITIES

- Delivering interactions and activities based on teachers planning
- Preparation of materials and equipment
- Delivery and modify/adapt as necessary
- Assessment of needs – Supporting assessment of pupils' learning through quality first interactions
- Supporting class teacher to report on achievement
- Short term cover supervision of classes where appropriate
- Supporting others in the classroom setting with teaching and learning
- Liaise with parents, external professionals/agencies
- Contribute to school improvement priorities alongside class teachers and senior leaders

Accountable to the Head teacher.

KNOWLEDGE

Key duties:

- To promote and actively support the values of the school
- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and present displays
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable

- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate
- Support the work of volunteers and other teaching assistants in the classroom
- Meeting the national occupational standards (NOS) in Supporting Teaching and Learning level 2 and NVQ level 2 or equivalent relevant qualification.
- Knowledge and compliance with school policies and procedures relevant to child protection, behaviour and health and safety
- Working knowledge of current primary school curriculum expectations
- SEND Code of Conduct understanding

ADDITIONAL SKILLS AND DEMANDS

Under supervision and direction of qualified teachers contribute to:

- Preparation of materials and environment
- Assessment of needs for individuals or groups
- Form and maintain appropriate professional relationships with pupils, teacher, support staff, parents/carers, governors, external professionals and agencies
- Know when to maintain confidence concerning sensitive information
- May sometimes work in a one-to-one situation, or with a small group, or with a whole class for a short time
- Able to respond to many circumstances but know when to call for assistance or refer to more senior staff
- Maybe required to administer medication in accordance with an agreed plan under direction of healthcare practitioner, following appropriate training
- Work maybe indoors in classroom or other venues in school, or outside during all seasons
- Accompany pupils and teachers on educational journey, day trips that may require standing outdoors all day
- Ability to adapt to changing circumstances and change tack and make judgements to solve minor day to day challenges/problems
- Positive work-related pressure to achieve expected results will always apply
- Maintain professionalism at all times
- Need to have positive motivational skills to engage pupils in a favourable educational atmosphere and environment
- Operate the school's Behaviour policy with positive reinforcements and rewards and sanctions

RESPONSIBILITIES

- Responsible for health, safety, welfare and educational achievement of assigned pupils, groups, class during school sessions
- Common courtesy to all pupils and adults in course of normal duties
- Will contribute to assessment of pupil needs in conjunction with other professionals and parents/carers and share in delivering appropriate programmes
- Some day-to-day support of other teaching assistants and volunteers in the classroom
- Assist in the induction of recently appointed staff and short-term supply cover staff
- Under direction and supervision of a qualified teacher may assist with
- May assist in some collection of money from pupils
- Responsible for supervision and safe use of equipment and materials including classroom, PE/games/gymnasium, both inside and outside and careful use of school premises/site by pupils in your care

WORKING CONDITIONS

- Work is normally carried out in a classroom or small room
- May be indoors or outdoors in all seasons
- May be offsite for school trips
- Classrooms will feature a positive learning background noise during continuous provision
- May have to assist in emergency situations or when accidents occur

PERFORMANCE MEASURES

In line with the school's Appraisal/Performance Management procedures including

- Review of job description
- Appraisal of work by more senior staff
- Setting of targets, performance measures
- Assessment of professional development needs
- Review of progress in implementing targets

SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role in our school
- To be fully aware and compliant to 'Keeping Children Safe in Education' and the school's 'Safeguarding and Child Protection' policy
- To ensure that the Headteacher or Designated Safeguarding Lead is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection.