

# Job Description



**thrive**  
co-operative learning trust

<b>Post Title</b>	Teaching Assistant Level 2 (EYFS)
<b>Grade</b>	4
<b>Location</b>	Stepney Primary School
<b>Reporting to</b>	Class Teacher/Senior Leadership Team

## Purpose of Role

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from the class teacher /senior leadership team in line with school policies and guidance. This may involve; monitoring pupils; assessing, recording and reporting on pupils achievement, progress and development. To support teaching and learning across the curriculum.

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To promote the inclusion of all pupils within the classroom.
3. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
4. To work alongside the class teacher and the senior leadership team to contribute towards the development and implementation of relevant pupil plans.
5. To support pupils consistently whilst recognising and responding to their individual needs.
6. To encourage pupils to interact and work cooperatively with others and engage all pupils in activities in the classroom and throughout the lunchtime period.
7. To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.
8. To act as a classroom and lunchtime support, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
9. To ensure that support is directed appropriately to promote learning and progress across the curriculum monitoring and reporting to the class teacher or SLT; group discussion and positive group; Literacy programme; Numeracy programme and monitor pupils' progress across all subjects.
10. Any duties of a similar nature as directed by the class teacher or senior leadership team.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	Prepare, maintain and use equipment and resources, including ICT, for use in relevant learning activities. Records and relevant files on pupils

		E	D	How Identified
<b>Qualifications</b>	NVQ TA Level 2 or equivalent	✓		AF, QC
	GCSE in English & Maths at Grade C or above	✓		
<b>Relevant Experience</b>	Experience of working in an education environment	✓		AF, I
	Experience of working with both small & larger groups of pupils	✓		
	Experience with supporting small phonics groups under the leadership of the teacher		✓	
	Experience of working with primary age children	✓		
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The ability to work independently and use their initiative	✓		
	Awareness of the importance of confidentiality	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	post holder should have basic knowledge of ICT and its applications	✓		
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		
<b>Written Skills</b>	Ability to maintain accurate and up to date records of progress	✓		AF, I
<b>Personal Qualities</b>	Commitment to continued professional development	✓		AF, I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)