

Job Description and Person Specification

Authority	West Berkshire
Job title	Teaching Assistant (TA) Level 2 with lunchtime duties
School	Sulhamstead & Ufton Nervet Primary School
Salary grade	Grade C
Reports to	Class/and or Head teacher

JOB PURPOSE

To work under the instruction/guidance of the teacher/HLTA to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

This job falls within the definition of regulated activity – post holders will be required to have an Enhanced DBS check and Barred List check.

STRUCTURE CHART

To be responsible to the Classroom Teacher (day-to-day activities)
To be responsible to the Head Teacher (overall pattern of work)

MAIN DUTIES AND RESPONSIBILITIES

Pupil support

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of individual education/behaviour plans and personal care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds

Teacher support

MAIN DUTIES AND RESPONSIBILITIES

- Create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with planning of learning activities
- Assist with the display of pupil work
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed
- Provide regular and detailed feedback to teachers on pupil achievement, progress, problems, etc
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams/tests and undertake routine marking of pupil's work
- Provide clerical/administrative support – e.g. photocopying, filing, data input, collecting money etc.

Curriculum support

- Undertake structured learning activities and programmes, adjusting according to pupil responses
- Support pupils in local and national learning strategies as directed by the teacher, recording achievement and feeding back to the teacher
- Support pupils in using ICT in learning activities, and develop pupils' competence and independence in its use
- Prepare and maintain equipment and resources as directed, and assist pupils in their use

Support for the school

- Promote the welfare of children and support the school in safeguarding children through child protection policies and procedures, reporting all concerns to an appropriate person
- Be aware of and comply with policies and procedures relating to security, confidentiality, and data protection
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall work, ethos and aims of the school
- Attend relevant meetings as required
- Participate in training and other learning and development activities
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Seek help, advice or guidance as necessary
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others
- Promote equality as an integral part of the role, treating everyone with fairness and dignity

Any other duties which reasonably fall within the purpose of the post, and which may

MAIN DUTIES AND RESPONSIBILITIES

be allocated by the teacher or headteacher.

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
Holds or working towards a relevant NVQ level 2	Desirable
First Aider qualification	Desirable
Training in relevant learning strategies	Desirable
Experience	
Minimum of one year relevant experience working with or caring for children of relevant age	Essential
Experience of working with children with special needs	Desirable
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
General understanding of national/foundation stage curriculum and other basic learning programmes and strategies	Essential
Basic understanding of child development and learning	Essential
Skills and abilities	
Good literacy and numeracy skills	Essential
Ability to use ICT effectively to support learning	Essential
Ability to use office equipment, including computers, photocopiers, cameras, videos, printers etc	Essential
Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Ability to communicate effectively with children, parents and other staff	Essential
Ability to motivate and encourage pupils	Essential
Work-related personal qualities	
Actively enjoys working with children and is sympathetic to their needs	Essential
Professionally discreet and able to respect confidentiality	Essential
Flexible approach to tasks	Essential
Ability to work effectively as part of a team	Essential
Other work-related requirements	
Willingness to participate in a general TA induction programme and other training	Essential
Patient and resilient	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential