



Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Melbourn Primary School: Making learning Irresistable

We are a happy and caring school with a strong sense of community. Learning is at the centre of all we do; we strive to provide a dynamic and inspiring education which appeals to the many interests of the children. We work hard and strive for excellence in our school; our aim is that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent.

TEACHING ASSISTANT LEVEL 2

Accountable to: Headteacher, Deputy Headteacher & SENDCo

PURPOSE OF THE JOB

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

PRINCIPAL ACCOUNTABILITIES:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Take every opportunity to develop a child's independent learning.
- Support children with significant development needs, e.g. cognitive ability, SEMH difficulties, speech and language difficulties, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Motivate and encourage children by providing levels of individual attention, positive feedback, reassurance and help as appropriate to the child's needs.
- Provide additional nurture to individuals when requested by the class teacher or SENDCo.
- Follow individual STEPS plans and risk assessments for specific children, feeding back to SENDCo following school's policy.
- Where appropriate to know and follow intimate care plans.

2. Support for the curriculum

- Support the school curriculum, including English and maths activities.
- Support the personalised learning needs of children.
- Provide targeted support to enhance learning and improve attainment.
- Mark children's work under the direction of the class teacher.



3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing next steps for children.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Under direction of teacher, deliver whole class sessions to enable the teacher to work independently with children and small groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings and staff training events.
- Support playground supervision and the provision of first aid.
- Accompany and teachers on school visits.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events and PTFA fundraising activities.
- Know and apply school policies on child protection, health & safety, behaviour, teaching & learning, marking & feedback and equal opportunities etc.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.

Read and accepted by:

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| Signature: | Name: | Date: |
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