

New Christ Church Primary School – Job Description Teaching Assistant – Level 2
--

Job Title: Teaching Assistant
Accountable to: Class teacher – DH / SENCo - HT
Job Purpose: To work under the instruction/guidance of the class teacher and team leader in undertaking work/care/support programmes either in the classroom or outside the main teaching area.
To enable all pupils to access learning suitable to their needs and to assist the teacher in the management of pupils and the classroom.
Accountable for: Supporting access to learning for pupils and assisting the teacher in teaching and management.

Support for pupils:

- Under the guidance of the teacher implement planned learning activities/teaching programmes (e.g. phonics, literacy and numeracy programmes)
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Assist with the development and implementation of specific Support programmes to support pupils especially those with a behaviour plan or IPP
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils, acting as a role model and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- 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

Support for the teacher:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
- To follow all behaviour plans for specific children, modelling the behaviour we expect to see
- Establish constructive relationships with parents / carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical / administration support e.g. photocopying, typing, filing, collecting money etc
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher

Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 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:

- To work as part of a team under the leadership of the class teacher
- To supervise lunchtime.
- 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 the line manager
- Be aware of the equal opportunities and behaviour policies of the school and apply them
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute positively to the overall ethos / works / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To do a break duty (usually 2x/week)
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

At New Christ Church Primary School all staff work under the conditions laid out in the DfES Pay and Conditions Document to ensure that all children receive the very best care and support for academic, social, emotional and spiritual well being.

Signed		Date	
--------	--	------	--

**New Christ Church Primary School
Learning Support Assistant
Person Specification**

	Essential	Desirable
Qualifications	Evidence of maths and English GCSE or equivalent	Evidence of additional CPD and/or relevant qualifications
Experience	Experience of working with children within school	Experience of working with children across primary range, especially Key stage 2 Evidence of experience working with a range of special educational needs in mainstream or special school settings
Relationships	Ability to form positive and trusting relationships with children, their parents and colleagues. Good knowledge of a range of positive behaviour management strategies Ability to inspire and motivate learners of all abilities	Experience of working directly with a range of professional colleagues from outside agencies
Professional Knowledge and Attributes	Good knowledge of the National Curriculum and related strategies. Ability to make effective use of resources, including ICT Some understanding of the principles of Assessment for Learning and its use in the classroom. Some understanding and knowledge of SEN; experience of working with outside agencies to prepare and develop specific programmes to support individual pupil progress. Understanding of strategies to support different groups of learners, including SEN, EAL and gifted and talented Have a clear vision of what constitutes quality in educational provision Experience of working in partnership with colleagues which is mutually respectful and supportive Ability to plan time effectively, be self motivating Ability to use initiative Self confidence, enthusiasm and integrity Excellent verbal and written communication skills Creative approaches to teaching and learning	Evidence of recent involvement in staff development
Personal Attributes	Sympathetic to our Church School ethos and values Sense of humour Adaptable and flexible 'Can do' approach A love of children and a passion for their learning	