

Job Description		 THE PARKGATE ACADEMY LABOR OMNIA VINCIT
Title TEACHING ASSISTANT Grade 2	School: The Parkgate Academy	
Job Purpose To support the teacher in providing high-quality learning opportunities and work with pupils to support them in accessing the curriculum and participate fully in school life.		
Key Responsibilities • Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Promote the inclusion, acceptance and nurture of all pupils. • Support pupils consistently whilst recognising and responding to their individual needs – often on a daily basis. • Encouraging pupils to interact and work collaboratively with others and engage them in activities and learning provided. • Use specialist (curricular / learning) skills / training / experience to support pupils. • Providing feedback to pupils in relation to progress and achievement • Setting challenging and demanding expectations and promote self-esteem and independence • Working with the teacher to establish an appropriate learning environment • Working with the teacher in adjusting lessons/work plans as appropriate • Attending to pupils’ personal needs and provide advice to assist in their social, health and hygiene development • Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested • Providing general admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups as required. • Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses		
General Responsibilities 1. Work within the framework of the school’s agreed policies and procedures 2. Participate in staff meetings, in-service training and courses 3. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions		

Grade 2 Teaching Assistant

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4. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
5. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
6. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification

Education and Knowledge

It is desirable that you hold a full and relevant qualification from the following list: [Early years qualifications list: UK only - GOV.UK](#)

Experience

- Appropriate experience as a teaching assistant in an appropriate phase.
- Demonstratable experience of supporting teaching and learning to enable students to make good progress.
- Experience of effective support for students who are working below the expected standard.
- Experience of successfully engaging students in their learning particularly those who are SEND and/or those who are disengaged with education.
- Working closely with parents in home-school partnerships that support pupils' needs
- Experience in supporting others
- Ability to successfully deliver intervention programmes

Personal skills and general competencies

- Uphold trust in the leadership and maintain high standards of ethics, behaviour and professional conduct at all times.
- Build positive and respectful relationships with all stakeholders – internally and externally.
- Serve always in the best interests of the students we have in our care.
- Align to the values held at The Parkgate Academy.