

JOB DESCRIPTION

School: Thameside Primary School	Department/Division: Education
Post Reference No: N/A	Location: Thameside Primary School, Harley Road, Caversham, Reading, RG4 8DB
Job Title: TEACHING ASSISTANT - LEVEL 2	Grade/Salary Range: RG3b scale points 5- 7

JOB PURPOSE

- LEVEL 2 - To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to implement planned learning activities / teaching programmes (i.e. phonics, literacy and numeracy lessons) as directed with the teacher and enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area with children in groups.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post holder will report to the class teacher on a day to day basis and report to the Phase Leader.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS DURING CLASS AND DURING LUNCHTIMES

- Supervise and provide particular support for pupils, including those with welfare or special needs, ensuring their safety and access to learning activities
- Supporting the teacher to create and implement individual learning plans/timetable for children with special or complex needs
- Teaching a small phonics group daily and read stories to children and encourage children to listen and ask questions
- Be skilled at building positive and respectful relationships with children, parents & colleagues
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher and during free play
- Engage and support individual pupils and groups in their learning (e.g. phonics, reading & writing) inspiring and motivating children to do their very best
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none"> • Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses • Undertake programmes linked to local and national learning strategies e.g. phonics, reading literacy, numeracy recording achievement and progress and feeding back to the teacher • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Get classroom ready for lessons and 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
<ul style="list-style-type: none"> • 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 an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/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 • Assist with the supervision of pupils out of lesson times, including before and during lunchtime • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

SCOPE OF JOB (Budgetary/Resource control, Impact)
None.

~~PERSON SPECIFICATION~~

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Qualifications/Education/Training

- Good reading, writing and numeracy skills- GCSE C Grade (or equivalent) in English or Maths
- NVQ Level 2 for Teaching Assistants or equivalent qualifications/ experience in supporting and learning in schools
- Training in the relevant learning strategies e.g. literacy
- Training or awareness of Child Safeguarding in childcare settings

Experience

- Working with or caring for children of relevant age ideally in a school or other child care setting.
- Supporting children with complex or personal care needs.
- Working with children displaying some challenging or complex behaviour
- Administering first aid to children (training will be provided)

Knowledge, Skills and Understanding

- Good understanding of child development and learning
- Ability to relate well to children and adults
- Good IT efficiency skills to support learning
- Use of other equipment technology - video, photocopiers
- Understanding of relevant policies/codes of practice and awareness of relevant legislation for childcare settings.
- General understanding of national/KS2 curriculum and other basic learning programmes/strategies
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Willingness to undertake training for statutory and personal development purposes.