

Job Description Fallings Park Primary School



POST TITLE	Teaching Assistant Level 2
Scale	Grade 3 Point 4 - 6
Hours	Term time Only (39 weeks) Monday – Friday 8am- 3.30pm (32.5 hours per week) 45 minute lunch and 15 minute mid-morning break.

CORE OUTLINE OF DUTIES AND RESPONSIBILITIES

Working under guidance/supervision:

- Deliver medium and short term planning
- Deliver and support learning activities
- Assessment record keeping and evaluation
- Support welfare/personal care needs assisting in social health and hygiene development
- Implement behaviour strategies
- Maintain a partnership with parents/carers and other agencies
- SEN/subject/other support for areas of learning

To work under the instruction of teaching/senior staff to support access to learning and provide general support to the teacher in the management of pupils and the classroom.

SUPPORT FOR PUPILS

Support for Pupils:

- Attend to the personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Deliver intervention and accelerate pupil progress in school
- Support pupils to understand instructions
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

SUPPORT FOR TEACHERS

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping and observations as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, filing, word processing, collecting money etc
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

- 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
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits and out of school activities as required
- Carry out any other duties set out by senior leadership team

Teaching Assistant Job Specification

	Essential	Desirable
Experience	Previous successful experience of working with young people on an individual/small group basis in supporting their achievement in a primary setting	Detailed knowledge of issues of effective teaching and learning Experience of working within primary school, including SEN children, in a supporting school role Experience of working with families and carers of children who have identified needs
Qualifications and Training	NVQ Level 2 Teaching and Learning Support or Equivalent Qualifications Good standard of maths and English	
Knowledge and Skills	Effective communication skills Ability to work in a team and with a wider audience. Ability to motivate pupils/help to raise self-esteem. Ability to keep careful records of work. To work within identified systems and procedures Competence in ICT skills	Ability to establish and maintain effective working partnerships with parents and other agencies Clean Driving Licence and use of own car
Personal Qualities	Enthusiasm, energy, imagination resilience, a collaborative working style, a sense of humour and a hard-working and dedicated nature	