



# Barry Primary School

Barry Road, Northampton, NN1 5JS

## Job Description

### Teaching Assistant/Teaching Assistant 1:1 : LEVEL 2

Main purpose	
<ul style="list-style-type: none"> <li>• Work under the guidance of the class teacher and the SENCo to raise the learning and attainment of pupils directed by the class teacher.</li> <li>• Promote pupils' independence, self-esteem and social inclusion.</li> <li>• Support the development of individual or small groups of pupils, both in and out of the classroom, so they can access the curriculum, take part in learning and experience a sense of achievement.</li> <li>• Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's Child Protection policy.</li> </ul>	
Duties and responsibilities	
Supporting pupils in the learning environment	<ul style="list-style-type: none"> <li>• Supervise and support pupils in the learning environment including more in-depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.</li> <li>• Assist pupils within the class, individually or in small groups outside the classroom, the completion and adjustment of a wider-range of predefined learning, care and support activities to meet the requirement of the pupils and the curriculum.</li> <li>• Adapt communication style to respond to pupils according to their individual needs.</li> <li>• Assist with the development and delivery of individual education and support plans.</li> <li>• Assist with the supervision of pupils out of lesson times to enhance service delivery.</li> </ul>
Teaching and learning	<ul style="list-style-type: none"> <li>• Assist with the planning, development and implementation of pupil education/behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.</li> <li>• Support children with specific needs with toileting and/or, where necessary, changing underwear or nappies.</li> </ul>
Working with people	<ul style="list-style-type: none"> <li>• Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.</li> <li>• Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.</li> <li>• Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.</li> <li>• Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.</li> </ul>
Provide support to pupils and staff	<ul style="list-style-type: none"> <li>• Provide clerical and other support to meet service delivery requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher.</li> <li>• Administer routine tests, invigilate exams and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum</li> </ul>
Preparing and maintaining the classroom environment and resources	<ul style="list-style-type: none"> <li>• Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support pre-defined learning activities to meet the needs of pupils and the curriculum.</li> <li>• Prepare, maintain and use equipment and resources required to meet lesson plans/learning activities to meet the needs of pupils and the curriculum.</li> </ul>
Working with resources	<ul style="list-style-type: none"> <li>• Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.</li> <li>• Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.</li> </ul>
Reviewing pupils' performance	<ul style="list-style-type: none"> <li>• Monitor, feedback, record and report on pupil progress, including feedback to pupils and participate in the completion of pupil profiles and records of attainment to maximise pupil development.</li> <li>• Where appropriate and after consultation with class teacher and SENCo, adjust programmes/interventions to meet the needs of the pupil/s.</li> </ul>
<b>Additional work elements</b>	
Physical effort and/or strain	<ul style="list-style-type: none"> <li>• Job holders regularly move around during their normal working pattern, walking, standing and sitting with pupils.</li> <li>• Job holder may set out PE equipment and will have to help in moving heavy equipment.</li> </ul>
Working environment	<ul style="list-style-type: none"> <li>• Job holders will carry out playground duties in variable weather conditions.</li> <li>• Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill.</li> </ul>

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that the TA will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager