



Children and learning at the heart of our CARE-ing community

Old Fletton Primary School

Job Description

Level 2 Teaching Assistant

Purpose of job

Working under the direction of the class teacher to enable access to learning for pupils and to assist the class teacher in the management of pupils and the classroom.

Specific duties

a) Supporting the Pupil

1. Under the guidance of the class teacher undertake work/care/support programmes to enable access to learning for pupils.
2. Take responsibility for adapting and delivering learning activities with individuals or small groups as agreed with the class teacher.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Aid the learning of children by:
 - Clarifying and explaining instructions;
 - Ensuring that the child is able to use the equipment and materials provided;
 - Motivating and encouraging the child as required;
 - Supporting pupils with the acquisition of basic skills;
 - Developing appropriate resources to support the pupil/pupils;
 - Helping pupils to concentrate and to finish the work set;
 - Liaising with the teacher about ADPRs.
5. Provide feedback to pupils in relation to progress and achievement under guidance of the class teacher.

b) Supporting the Teacher

1. Organised the learning environment and develop classroom resources as required.
2. Monitor and track progress and provide feedback to assist in developing ADPRs for children with additional needs.
3. Provide regular feedback to teachers on pupils' achievement, progress, problems, etc.
4. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
5. Undertake support activities for the teacher as required.

c) Supporting the Curriculum

1. Undertake programmes linked to the acquisition of basic skills - recording achievement and progress and feeding back to the teacher.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Accompany staff and pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.
5. To participate in performance management procedures.

Any other duties consistent with the overall level, nature and grading of the post at the direction of the Headteacher.