

Dallam Primary School



Teaching Assistant Level 2 Job Description & Person specification

JOB DESCRIPTION

DALLAM CP SCHOOL

POST TITLE:	TEACHING ASSISTANT
GRADE:	LEVEL 2
SALARY	SCP 6 -7 (dependent on experience
REPORTS TO:	HEAD TEACHER

MAIN PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

JOB PROFILE

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

SUPPORT FOR THE TEACHER

- Provide minimal clerical/administration support (e.g. photocopying, typing filing, collecting money etc.)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested
- Support in the administration of primary assessments as appropriate.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.

- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use as appropriate
- 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

- Be aware of and comply with school policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection.
- Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

POST TITLE: TEACHING ASSISTANT (LEVEL 2)
GRADE: 4

E = ESSENTIAL

D = DESIRABLE

SKILLS

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities **E**
- Ability to build effective working relationships with all pupils and colleagues **E**
- Ability to promote a positive ethos and role model positive attributes **E**
- Ability to work with children at all levels regardless of specific individual need. **E**
- Good personal numeracy and literacy skills **E**

KNOWLEDGE & UNDERSTANDING

- General understanding of national curriculum, EYFS and other basic learning **E**
- Programmes/techniques (within specified age range/subject area) **E**
- General awareness of inclusion, especially within a school setting **D**
- Experience of resource preparation to support learning programmes **E**
- Effective use of ICT to support learning **D**
- Understanding of other basic technology - video, photocopier **D**

QUALIFICATIONS

- NVQ II or equivalent in teaching assistance **E**
- Minimum 2 years experience of working with &/or caring for children within specified age range/subject area) **E**
- Above within an educational setting **D**
- Willingness to participate in relevant training and development opportunities **E**
- Training in special educational needs strategies **D**
- Willingness to undertake paediatric first aid as appropriate **E**