

St Aidan's CE Memorial Primary School



JOB DESCRIPTION TEACHING ASSISTANT – LEVEL 2

MAIN RESPONSIBILITIES

Under the guidance and direction of Teaching Staff and/or senior colleagues

- Support the delivery of learning and development programmes and activities in the setting involving both adult-led and child-initiated activities and experiences for the children
- Participate in activities ensuring that the individual needs, interests and developmental progress of each child are met
- Provide a high standard of physical, emotional, social and intellectual care / development for the children attending the setting
- Contribute to the monitoring and evaluation of children by assisting with the assessment processes of more senior colleagues
- Be aware of setting safeguarding and child protection policies and procedures
- Be aware of, reporting any concerns to the manager/deputy manager in a timely and appropriate manner, any signs of neglect which may present eg behaviorally, through a general deterioration in well-being, physical harm, or through verbal comment
- Be aware of, and support, the needs of particular children presenting with special educational needs
- Have a due regard for the complete confidentiality of child/family/staff related information
- Ensure that children are only released into the care of approved parents/carers and ensure that children do not leave the premises unsupervised
- Exchange information with parents/carers and colleagues
- Set up and clear away displays and activities ensuring a safe environment

INDICATIVE KNOWLEDGE, SKILLS, EXPERIENCE

- Relevant level 2 qualification
- Experience of working with children
- Awareness of policies, procedures and legislation relating to child protection, health and safety

PROFESSIONAL STANDARDS OF TEACHING AND LEARNING SUPPORT STAFF

All support staff engaged in teaching and learning should adhere to, and uphold, the following standards:

Personal and professional conduct

- Uphold the ethos, policies and practices of the school
- Through positive attitude, values and behaviours, develop and sustain effective relationships within the school family
- Have due regard for the need to safeguard pupil well-being by following relevant statutory guidance in addition to school policy and practice
- Recognise differences and respect cultural diversity
- Ongoing commitment to practice development through self-evaluation and awareness

Knowledge and understanding

- Be willing to acquire the appropriate skills/qualifications/experience required for the role
- Demonstrate expertise and skill in understanding the needs of all pupils, and know how to adapt and deliver support to meet individual needs setting high expectations in doing so
- Increase personal effectiveness in the setting through reflective practice and ongoing CPD ensuring that knowledge and understanding are current in doing so
- Support teachers and pupils in achieving positive outcomes through the maintenance of a level of subject and curriculum knowledge relevant to the role
- Understand the role and responsibilities within the learning setting and whole school context in the knowledge that those responsibilities extend beyond a direct support role

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase levels of pupil achievement
- Promote, support and facilitate inclusion by encouraging participation of all pupils in all learning and extra-curricular activities
- In line with school policy and procedure, consistently apply effective behaviour management strategies
- Contribute to effective assessment and planning by monitoring, recording and reporting pupil progress
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning
- Through organizing and managing physical learning space and resources, support the maintenance of a stimulating and safe learning environment

Working with others

- Through effective liaison, communication and partnership working, recognize, value and respect the role and contribution of other professionals, parents and carers
- Keep other professionals accurately informed of progress or concerns they may have about pupils that they work with

- Through an appreciation of the role and responsibilities, work in partnership with classroom teachers and colleagues by ensuring that their knowledge is able to inform planning and decision making
- Communicate specialist understanding to other school staff and education professionals to facilitate consistent decision making on intervention and provision

School ethos

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognize own strengths and areas of expertise and use these to advise and support others
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils
- Carrying out tasks for the domestic care and general welfare of pupils

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Appointment to this post is subject to an enhanced DBS and full background check.

