



Every Child Every Chance Every Day

JOB DESCRIPTION

POST : Level 2 Teaching Assistant

RESPONSIBLE TO: Head of School

HOURS PER WEEK: 36 hours per week

Weeks Per Annum 39 weeks per year

Scale: SCP 10-14

DUTIES AND RESPONSIBILITIES AS TEACHING ASSISTANT:

- Act in accordance with school policies, procedures and relevant legislation, particularly in relation to child protection, health and safety advice and behaviour management.
- In conjunction with the designated teacher contribute to the development, planning, implementation and evaluation of learning programmes for individuals and groups of children.
- Monitor and contribute to the assessment and recording of children's development, including keeping observational records where appropriate. Be involved in the sharing of this information.
- Participate in and contribute to staff meetings and INSET.
- To participate at, and in preparation for school events within normal working hours.
- To commit to continuing personal / professional development and participate in internal / external training events.
- Promote the ethos of the school.
- To carry out any reasonable duties within the overall function that equates to the grading and level of responsibility of the job.
- Contribute to the planning and preparation of school activities and visits.
- Help organise and participate in meetings with parents/carers including individual review meetings.
- Prepare support materials including photocopying, making workcards or worksheets, making flashcards or fans, laminating materials etc.
- Contributing to the preparation and tidying of classrooms and outdoor areas, including washing paint pots / brushes, mixing paints, clearing spilt paints or liquids, assembling climbing equipment, filling and emptying water tubs, washing cookery equipment, cutting paper etc.
- To mount and display work / information for children and adults.

- To check the general condition of toys and equipment, undertaking minor repairs and cleaning as necessary.
- Exercise supervision of children during the school day, inside and outside.
- To audit and catalogue resources and keep resource boxes tidy.
- Contribute to the development and delivery of Individual Education Plans.
- Assist with resolving behavioural and emotional problems of children.
- Sharing records with parents, carers and professionals where appropriate.
- Monitor and report on identified pupils in and out of the classroom.
- Participate in the planning of learning programmes for individuals and groups of children.
- Promote development and learning in the areas of physical, emotional, academic and social education.
- To assist in the general care, comfort and well-being of the child.
- To assist children with language development, particularly oral language and taking part in individual and group discussion with children, storytelling and reading, mime and music work under the direct supervision of the teacher.
- Provide a secure, caring and enriching environment for the children.
- Support children including those with SEN statements.
- To develop good relationships with children, parents and other professionals.
- To assist with the personal hygiene, toileting, mobility and social skills training within school.
- Encourage acceptance, respect and inclusion of all children.
- Have familiarity with all relevant statements of special educational needs.
- Help to promote children's self esteem
- Assess identified pupils in and out of the classroom.
- Provide appropriate experiences for individual children and groups in accordance with the school's planned curriculum policies.
- Covering PPA/whole class teaching.

AREAS OF RESPONSIBILITY AND KEY TASKS – TO:

1. Promote and actively support the values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Provide a secure, caring and enriching environment for all the children.
4. Model and exercise high quality care and education for all children during the school day.
5. Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
6. Act in accordance with the schools policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
7. Contribute and support colleagues with the planning and preparation of all learning areas, activities (inside and outside), group times and visits.
8. Contribute to and support colleagues in the development, planning, implementation and evaluation of learning programmes for individuals and groups of children.
9. Use teaching and learning objectives to plan, prepare and deliver learning activities to individuals, small groups and/or classes, evaluating, modifying and adjusting lessons/work plans as appropriate within agreed systems of supervision under the direction of a teacher.
10. Deliver specified work to individuals and small groups modifying and adapting activities as necessary.
11. Participate in the observation, assessment, feedback, recording and reporting of children's progress and achievements, using knowledge and specialist skills to support children's learning.
12. Use ICT effectively to support learning activities and develop children' competence and independence in its use.
13. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
14. Support children's social and emotional well-being, reporting problems to the teacher as appropriate.
15. Develop and implement Individual Development Plans for children (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
16. Provide short- term cover supervision of classes.
17. Supervise or manage the work and development of other classroom support staff.
18. Work with children on therapy or care programmes, designed and supervised by a therapist/care professional.
19. Provide specialist support to children with severe learning, behavioural, communication, social, sensory or physical difficulties.
20. Monitor children's conduct and behaviour throughout the learning process and intervene to effectively resolve highly complex, difficult or very challenging issues.
21. Liaise with staff and other relevant professionals, sharing records and provide specialist support/advice to meet the needs of children.
22. Attend to children's' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
23. Arrange for first aid to be given, comfort sick children, and accompany children to hospital, home or clinic if appropriate.
24. Support the role of parents / carers in children's learning and contribute to meetings with parents / carers to provide constructive feedback on children's progress/achievement etc.
25. Maintain and develop good working relationships with parents and other adults involved with the child.
26. Undertake training within a specific area of responsibility to ensure that parents / carers are fully trained to meet the expectations of the school.
27. Lead the development and deployment of other teaching assistants, including caring out an effective and supportive system of performance management and appraisal.
28. Liaise between managers / teaching staff and teaching assistants.
29. Hold regular team meetings with managed staff.
30. Represent teaching assistants at teaching staff/management/other appropriate meetings.
31. Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.
32. Lead the development and implementation of individual community activities as well as ongoing partnership programmes and groups with families – particularly focusing on those that support children with additional educational needs.
33. Lead the implementation, development and evaluation of school policies and procedures.
34. Exercise specific responsibility for leading the provision and development of an identified area of provision as prioritised in the school's current development plan.
35. Participate in and contribute to staff meetings and INSET as required.

- 36. Participate in the development and delivery of national and local initiatives.
- 37. Continue own professional development in line with school improvement priorities and personal professional needs.
- 38. Take on any additional responsibilities which might from time to time be determined.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed

Date