



Stanley Common Church of England  
Primary School

# Stanley Common Church of England Primary School

## Level 2 Teaching Assistant

### JOB DESCRIPTION

<b>POST:</b>	Teaching Assistant (starting date asap)
<b>GRADE:</b>	Grade 7
<b>DEPARTMENT:</b>	Children and Younger Adults: Education
<b>ESTABLISHMENT:</b>	Stanley Common C of E Primary School
<b>RESPONSIBLE TO:</b>	Class Teacher Headteacher
<b>LIAISON WITH:</b>	Teaching Staff Parents Advisory Staff All professional staff involved in the education and care of children
<b>FUNCTION:</b>	To provide support to the Headteacher and Teachers across a range of child-centred activities, which promote child development and learning; working with individual children or groups of children, who may have EAL or SEN, as directed by the Teachers or Senior Leadership Team.
<b>HOURS:</b>	12.5 hours per week. Exact timings TBC.

## Main duties and responsibilities

- To promote and actively support the values and vision of the school.
- To provide a secure, caring and enriching environment, promoting the inclusion, acceptance and self-esteem of all children.
- To act in accordance with the school's policies and procedures and relevant legislation, particularly in relation to Safeguarding, Child Protection and Behaviour Management.
- To promote development and learning, physical, emotional and social education of all children in line with EYFS, Key Stage 1 and Key Stage 2 requirements and guidance.
- To participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of children.
- To participate in the development and delivery of school, local and national initiatives.
- To monitor and contribute to the Assessment and Recording of children's development, and be involved in the sharing of that information with other professionals and parents, as required.
- To contribute to the development and delivery of specific support programmes; e.g. individual or group interventions, MEPs, EHC Plans, Behaviour Plans, etc.
- To participate in, and contribute to, discussions and reviews of Pupil Progress.
- To help organise and participate in meetings with parents/carers and other professionals.
- To participate in, and contribute to, staff meetings, morning briefings, training and INSET.
- To develop and maintain good working relationships with children, staff, parents and professionals from external agencies.
- To provide support to school activities including; playtimes, lunchtimes, extra-curricular activities and visits.
- To prepare support material and resources for education programmes, activities and the learning environment; e.g. displays, photocopying, etc.
- To be responsible for the organisation, implementation, evaluation and planning of specific learning programmes for individuals and groups of children in consultation with the class teacher, Leadership Team or other professionals.
- To provide occasional cover for classes in the absence of the teacher, as required.
- To assist with resolving behavioural and emotional problems of children, considering the school's Positive Behaviour Policy.
- To provide first aid and pastoral support for children, including the changing and cleaning of children, along with the school environment, as a result of illness or accidents.

- To support children's personal hygiene, which could include, toilet training, changing wet/soiled clothes, and if necessary, changing nappies.
- To contribute to the planning of school activities and visits.
- To undertake any other duties commensurate to the level of the post.