

**BEDFORD PRIMARY SCHOOL**

**JOB DESCRIPTION**

**POST TITLE**: TEACHING ASSISTANT (LEVEL 2)

**REPORTS TO**: SENCO/EYFS Phase leader

**CONTRACTED HOURS: 32.5**

#### JOB PURPOSE

To work with and supervise an individual pupil 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**

* To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example**:**
* Clarifying and explaining instructions
* Ensuring the pupil(s) is able to use equipment and materials provided
* Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
* Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
* Liaising with class teacher, SENCO and other professionals about individual support plans, contributing to the planning as appropriate
* Providing additional nurture to individuals when requested by the class teacher or SENCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupil(s)
* Meeting pupils’ physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school
* Establish good working relationships with pupils, acting as a role model
* To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
* Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
* Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
* Encourage pupils to interact with others and engage in activities led by the teacher
* Give the pupil(s) feedback on progress and achievements in order to reinforce and develop self-reliance and self-esteem under the guidance and direction of the teacher.
* To support the pupil(s) in developing social skills both in and out of the Classroom
* When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
* Where appropriate, to know and apply positive handling techniques

## **Support for the Teacher**

* To prepare work and activities in advance of the lesson (within employed hours)

i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.

* Assist with the display of children’s work.
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plan
* In liaison with the teacher, utilise strategies to support pupils in achieving learning objectives.
* To provide regular feedback on the pupil(s)’ learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
* Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
* To use the school’s system for recording progress
* Report pupil achievements, progress and issues as appropriate in agreed format.
* 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
* Where appropriate develop a relationship to foster links between home and school, and to keep the school informed of relevant information

## **Support for the Curriculum**

* Support the delivery of structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
* Support the delivery of 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
* 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 child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy).
* 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

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made when necessary.

The Trust has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies.

**NB** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all duties of the job.