



FRESHFIELD PRIMARY SCHOOL

JOB DESCRIPTION: Teaching Assistant Level 2 Band D SCP5

RESPONSIBLE TO: Hayley Ward, Head teacher

Main purpose of the role

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.

Objectives

To work flexibly as part of a team supporting children in line with Freshfield Primary School's mission and values.

Support for the child

- Establish good working relationships with children, acting as a role model and progress their learning
- Be aware of and respond appropriately to individual children's needs ensuring effective interaction
- Provide specific support to children dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to children in relation to progress and achievement under the guidance and direction of the teacher
- Provide additional support for individual children enabling them to maintain their access to learning which may include personal care, pastoral support, facilitating the use of specialist equipment
- Recognise that part of support for pastoral care may involve following individual personal care plans or health care plans which may include toileting, dressing/undressing or any other individual child need
- Recognise that part of the support for pastoral care may include following individual behaviour plans, social or emotional well being programmes
- Medical Needs; a willingness to support individual child's medical needs following appropriate training



Support for the teacher

- Provide learning activities for classes under the professional direction and supervision of a qualified teacher
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Participate in planning and evaluation of learning activities as required by the teacher and meet with the teacher at regular planned intervals (teacher/TA meetings)
- Contribute to the creation of specialist resources e.g. visual supports for individuals/groups of children, which meet their needs
- Provide minimal clerical/administration support (e.g. photocopying)
- 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 children in achieving learning goals
- Report children's achievements, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Promote good 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 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 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.

The post is subject to Enhanced Disclosure

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for who he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times.

The post holder must sign to denote they have read and understand both the Child Protection Policy and the Keeping Children Safe in Education document.

All staff are expected to adhere to the school's Staff Code of Conduct.



PERSON SPECIFICATION

Teaching Assistant Level 2

<u>Qualifications and Training</u> <ul style="list-style-type: none"> • Minimum 2 years' experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance • Above within an educational setting • Requirement to complete an Induction Programme • Willingness to participate in relevant training and development opportunities • Training in the literacy/numeracy strategy • Training in special educational needs strategies 	E E E D D D
<u>Skills</u> <ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities, promoting and supporting pupil learning and achievement. • To work with individual or groups of children to support implementation of agreed programmes of learning • Ability to carry out and record observations or learning assessments (as above) • Ability to prepare and manage classroom resources • Ability to build effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes • Good personal verbal and written communication skills, numeracy and literacy skills • Ability to work independently using initiative 	E E E E E E E E
<u>Knowledge and Understanding</u> <ul style="list-style-type: none"> • General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area) • Involvement in planning and implementing strategies and programmes to address individual needs of pupils. • General awareness of inclusion, especially within a school setting • Experience of resources preparation to support learning programmes • Effective use of ICT to support learning • Understanding of other basic technology – photocopier • Experience of working positively with parents /carers 	E E D E D D E
<u>Professional Values and Practice</u> Must be able to demonstrate the following: <ul style="list-style-type: none"> • Committed to supporting children with special educational needs in all areas ie learning, pastoral, personal to achieve their full potential • High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements ie supportive of equality and diversity. • Ability to build and maintain successful relationships with children, treat them consistently with respect and consideration and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour you expect from the children with whom you work • Ability to work collaboratively with colleagues and carry out your role effectively, knowing when to seek help and advice • Able to liaise sensitively and effectively with parents and carers, recognising their role in children's learning • Able to improve your own practice through observations, evaluation and discussion with colleagues 	