**St Philip’s CE Primary School**

**Teaching Assistant Level 2 Job Description**

**Support for the Pupils**

* Under the direction of the teacher, support pupils to enhance pupils’ learning either individually or in small groups
* Ensure the safeguarding of all pupils in line with school policy and procedures
* Establish good working relationships with pupils, acting as a role model
* Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
* Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
* Provide personal care to pupils as needed, including toileting and dressing assistance where required
* Promote inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
* Complete paediatric first aid training in line with school policy

**Support for the Teacher**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
* In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
* Report pupil achievements, progress and issues as appropriate in agreed format.
* Undertake pupil record keeping as requested
* Administer routine primary tests and invigilate exams
* 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
* Establish constructive relationships with parents/carers
* Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc
* Assist with the display of children’s work

**Support for the Curriculum**

* Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
* Undertake 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 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

**SKILLS**

* Ability to work effectively within a team environment, understanding classroom roles and responsibilities
* Ability to build effective working relationships with all pupils and colleagues
* Ability to promote a positive ethos and role model positive attributes
* Excellent personal numeracy and literacy skills, including phonics

**Knowledge and Understanding**

* General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)
* 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 – ipads, computers and screens, video, photocopier etc

**Professional Values and Practice**

Must be able to demonstrate the following:

* High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
* Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners
* Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work
* Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice
* Able to liaise sensitively and effectively with parents and carers, recognising role in pupils’ learning
* Able to improve their own practice through observations, evaluation and discussion with colleagues

**General**

The post hold may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. It may involve working one to one with a pupil or in any classroom from Reception to Year 6 according to the needs of the school.

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

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their 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 promote appropriate improvements where necessary.