

Longthorpe Primary School

Job Description: Level 2 Teaching Assistant



Longthorpe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Teaching Assistant
Grade:	6
Reporting to:	SENDCo
Main Purpose of Job:	Working under the direction of the SENDCo and Class Teacher to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.

SPECIFIC DUTIES

a) Supporting the Pupil

1. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
2. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to all learning activities.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Aid the learning, social and emotional development of pupils by:
 - Establishing positive working relationships with pupils, acting as a role model and setting high expectations.
 - Clarifying and explaining instructions.
 - Motivating and encouraging the child as required.
 - Encouraging pupils to interact with others and engage in activities.
 - Promote pupil independence as appropriate to children's age or stage of development.
 - Assist with the development and implementation of individual education plans such as EHCPs, ADPRs and Risk Reduction Plans.
5. Administer intimate care in accordance with children's needs and bespoke plans.
6. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.

b) Supporting the Teacher

1. Create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans and assist in the display of pupil's work.
2. Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff / lesson plans / curriculum etc.
3. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
4. Assist with the planning of learning activities.
5. Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
6. Monitor and track progress and provide feedback to assist in developing Individual Education Plans for children with additional needs.
7. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems, etc.
8. Maintain records as requested – manual or computerised as required.
9. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
10. Deal promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
11. Liaise sensitively and effectively with Parents / Carers as agreed with the Teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
12. Undertake support activities for the teacher as required.

c) Supporting the Curriculum

1. Undertake structured learning activities / teaching programmes, adjusting activities according to pupil responses. Record achievement and progress and feed back to teacher.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.

4. Prepare, maintain and use equipment / resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.
5. Monitor and manage stock and supplies, cataloguing as required.
6. Maintenance of specialist equipment, check for quality and safety.
7. Report damages.
8. Demonstrate and assist others in safe and effective use of specialist equipment and materials.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Assist in arrangements for school trips, events, etc.
3. Accompany staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under supervision from the teacher.
4. Develop and maintain effective relationships with other staff, parents and carers.
5. Contribute to the overall ethos, work and aims of the school.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance management.
9. Assist with the supervision of pupils out of lesson time, including before and after school and at lunchtime.
10. Produce lists / information / data as required.
11. Undertake typing and word processing and other IT based tasks.
12. Take joint responsibility for communal areas – displays/cloakroom areas/ shared work areas so that the tidiness of these areas meets the expectations set out by the school regarding learning environments.

e) Accountability

1. Proactively participate in the school's appraisal process and fulfil the targets agreed.
2. Engage in professional development and seek out opportunities to further develop your knowledge and skills.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

Last review date: 8.12.2023

Next review date: 30.4.2024

Line manager's signature:

Date:

Postholder's signature:

Date:
