



JOB DESCRIPTION

Job Title: Teaching Assistant Level 2

School: Mossford Green Primary School

Grade: LBR3

Responsible to: SENCo / Class Teacher

Purpose of the Role.

To work under the instruction/guidance of teaching/senior staff to undertake work/care/ support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key tasks:

Support for Pupils

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the Teacher

8. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
9. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
10. Establish constructive relationships with pupils and interact with them according to individual needs.

11. Promote the inclusion and acceptance of all pupils.
12. Encourage pupils to interact with others and engage in activities led by the teacher.
13. Set challenging and demanding expectations and promote self-esteem and independence.
14. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the curriculum

15. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
16. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
17. Establish constructive relationships with pupils and interact with them according to individual needs.
18. Promote the inclusion and acceptance of all pupils.
19. Encourage pupils to interact with others and engage in activities led by the teacher.
20. Set challenging and demanding expectations and promote self-esteem and independence.
21. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the school

22. Aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. Aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
24. Contribute to the overall ethos/work/aims of the school.
25. Appreciate and support the role of other professionals.
26. Attend relevant meetings as required.
27. Participate in training and other learning activities and performance development as required.
28. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
29. Ensure all areas are kept tidy and safe tables and floors are kept clean while doing midday supervision within the main hall.
30. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

PERSON SPECIFICATION

Essential education and qualifications

- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy

Essential key skills, abilities, knowledge, experience, values and behaviours

- Experience of working with or caring for children of relevant age
- Numeracy/literacy skills
- First aid training as appropriate
- Ability to use ICT to support learning
- Ability to use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No