

HEMINGFORD GREY PRIMARY SCHOOL

Job Description: Teaching Assistant Level 2

Responsible to:

The SENDco

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

- ◆ In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- ◆ Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- ◆ Supervise large groups of children on occasion.
- ◆ Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- ◆ Provide learning support to children with significant care needs, or where English is not their first language.
- ◆ Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- ◆ Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum:

- ◆ Support the school curriculum, including literacy and numeracy activities.
- ◆ Suggest areas where ICT might be used to enrich pupil learning.
- ◆ Provide targeted support to enhance learning and improve attainment.

3. Support for the Teacher

- ◆ Assist in maintaining class records and contribute to reports (verbally and written) and liaise with pertinent staff on pupil progress and development e.g. provide information/feedback regarding child at the end of a session to help class teacher plan subsequent work.
- ◆ Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- ◆ Contribute to the planning and evaluation of work programmes for individual pupils and groups.

- ◆ Organise the learning environment and develop classroom resources as required.
- ◆ Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- ◆ Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising and resolving problems independently.

4. Support for the school

- ◆ Develop and maintain effective working relationships with other staff and parents or carers.
- ◆ Contribute to the maintenance of a safe and healthy environment.
- ◆ Attend and actively participate in staff meetings.
- ◆ Participate in and support the professional development of other teaching assistants as required.
- ◆ Assist in facilitating school events, e.g. schools plays, events.

This School/College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This job description will be reviewed annually and may be amended according to changing requirements

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school's management reserves the right to make changes to the job description following consultation

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Signature..... Date.....

March 2018