



CHOPWELL PRIMARY SCHOOL

Teaching Assistant Level 2

School: Chopwell Primary

Line Manager: Jill Coates SENDco

Job Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision providing support in addressing the needs of the pupils who need particular help to overcome barriers to learning, to implement agreed work programmes with individuals/groups, in or out of the classroom. This should include working with pupils requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers and will need to respond to questions and generally assist pupils to undertake set activities. The primary focus will be to maintain good order and to keep pupils on task.

1. Providing support for pupils by

1. Provide pastoral support to pupils
2. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
3. Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development
4. Participate in comprehensive assessment of pupils to determine those in need of particular help or the level of need/assistance required.
5. Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
6. Support provision for pupils with special needs
7. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
8. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
9. Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
10. Challenge and motivate pupils, promote and reinforce self-esteem
11. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
12. Using specialist (curricular/learning) skills/training/experience to support pupils.
13. Promoting the inclusion and acceptance of all pupils within the classroom.

2. Providing support for the teacher by

14. Liaise with feeder schools and other relevant bodies to gather pupil information
15. Support pupils' access to learning using appropriate strategies, resources etc.

16. Working with the teacher to establish an appropriate learning environment.
17. Work with the teacher and other staff in planning, evaluating and adjusting learning activities as appropriate
18. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
19. Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
20. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
21. Assist in the development and implementation of appropriate behaviour management strategies
22. Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
23. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
24. Assist in the development, implementation and monitoring of systems relating to attendance and integration
25. Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc. making phone calls etc.

3. Providing support for the curriculum by

26. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
27. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
28. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils
29. Implementing local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
30. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use

4. Providing support for the school by

31. Be committed to the safeguarding and promotion of the welfare of children and young people.
32. Be aware of and comply with policies and procedures relating to child protection, behaviour, anti bullying, anti racism, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
33. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
34. Contribute to the overall ethos/work/aims of the school
35. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
36. Attend and participate in regular meetings
37. Participate in training and other learning activities as required
38. Recognise own strengths and areas of expertise and use these to advise and support others
39. Providing appropriate guidance and supervision, training and development of staff
40. Implement planned supervision of pupils out of school hours within agreed policies and procedures for educational visits
41. Supervise pupils on visits, trips and out of school activities as required within agreed policies and procedures for educational visits
42. Such other responsibilities allocated which are appropriate to the grade of the post

Knowledge and Qualifications

Essential

Knowledge of:

- Effective ICT – computer, video, photocopier
- Understanding of principles of child development and learning processes and barriers to learning
- The range of support services/providers
- Effective actions for pupils at risk of underachieving

Qualifications:

- Good numeracy and literacy skills
- NVQ 2 for Teaching Assistant or equivalent qualification.

Experience:

- Working with children of relevant age
- Working with pupils with Moderate learning difficulties

Desirable

Knowledge of:

- Current restraint techniques

Experience:

- Clerical Duties
- Working as part of a team
- Using PEX
- Using Makaton/BSL

Qualifications:

- Full First Aid Qualification
- Team Teach