

## Job Profile

### Teaching Assistant Level 2 SCP 5 - 6

**School:** Roman Road Primary School

**Line Manager:** Mrs C Jones (Headteacher)

#### **Job Purpose**

To work under the direct instruction of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

To undertake work/care/support programmes, prepare general support in the preparation and maintenance of resources and support the teacher in ensuring the health and safety of pupils. Work may be carried out in the classroom or outside the main teaching area. Level 2 requires less direct instruction/guidance from the teacher.

#### **The key roles of this post will generally include:**

##### **1. Providing support for pupils by**

1. Supervising and supporting pupils ensuring their safety and access to learning
2. Establishing good relationships, acting as a role model and being aware of and responding appropriately to individual needs
3. Promoting the inclusion and acceptance of all pupils
4. Encourage children's independence in learning
5. Assisting with the development and implementation of Individual Education Plans
6. Supporting and monitoring the challenging and demanding expectations set by the teacher
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
8. Feed back to the teacher in regard to progress and further development to inform planning

## **2. Providing support for the teacher by**

12. Preparing the classroom as directed for lessons, clearing afterwards and assisting with the display of pupils work
13. Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
14. Undertaking pupil record keeping as requested, eg filing of records and pupil profiles
15. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
16. Gathering/reporting information from/to parents/carers as directed
17. Providing clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
18. Promoting good pupil behaviour, in line with school policy, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
19. Maintaining constructive relationships with parents/carers
20. Administering routine tests and invigilating exams and undertaking routine marking of pupils' work, referring any difficulties to the class teacher
21. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
22. Contributing to the planning of learning activities
23. Monitoring pupils' responses to learning activities and accurately record/report achievement/progress as directed

## **3. Providing support for the curriculum by**

24. Supporting pupils to understand instructions
25. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, foundation subjects, as directed by the teacher
26. Supporting pupils in using basic ICT as directed
27. Preparing and maintaining equipment/resources as directed by the teacher, assisting pupils in their use
28. Undertaking structured and agreed learning/activities/teaching programmes, adjusting activities according to pupil responses
29. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy recording achievement and progress and feeding back to the teacher

#### **4. Providing support for the school by**

30. Be committed to the safeguarding and promotion of the welfare of children and young people.
31. Being aware of and complying with school policies/procedures relating to child protection, health, safety and security, behaviour, anti-bullying, anti-racism, confidentiality and data protection, reporting all concerns to an appropriate person
32. Being aware of and supporting difference, ensuring all pupils have equal access to opportunities to learn and develop
33. Contributing to the overall ethos/work/aims of the school
34. Appreciating and supporting the role of other professionals
35. Attending relevant meetings as required
36. Participating in training and other learning activities and performance development as required
37. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
38. Accompanying teaching staff and pupils on visits, trips and out of school activities as required
39. Such other responsibilities allocated which are appropriate to the grade of the post
40. To take responsibility for a group under the supervision of the teacher

### **Knowledge and Qualifications**

#### **Essential**

##### **Knowledge of:**

- Basic ICT - computer, photocopier

##### **Qualifications:**

- Good numeracy and literacy skills

##### **Experience:**

- Working with or caring for children of relevant age

#### **Level 2 to include:**

##### **Knowledge of:**

- Basic understanding of child development and learning
- General understanding of national/foundation stage/KS2 curriculum and other basic learning programmes / strategies

##### **Qualifications:**

- NVQ Level 2 for Teaching Assistants, equivalent qualifications

#### **Desirable**

##### **Knowledge of:**

- Upper KS2 curriculum

##### **Qualifications:**

- DfES Teacher Assistant Induction Programme
- Full First Aid Qualification

##### **Experience:**

- Basic clerical duties
- Working as part of a team

#### **Level 2 to include:**

##### **Knowledge of:**

- Relevant learning strategies

