

**NEWSHAM PRIMARY SCHOOL**

**JOB DESCRIPTION**

<b>Post Title: TEACHING ASSISTANT - GENERAL (LEVEL 2)</b>	<b>Director/Service/Sector : Children's Services</b>		<b>Office Use</b>
<b>Grade: BAND 2</b>	<b>Workplace: Newsham Primary School</b>		<b>JE ref:</b>
<b>Responsible to: Phase Leader/SBM/Headteacher</b>	<b>Date: September 2019</b>		<b>HRMS ref:</b>
<b>Job Purpose: To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area.</b>			
<b>Resources</b>	Staff	None	
	Finance	None	
	Physical	School and Classroom Resources	
	Clients	Teachers, Groups of Children	
<p><b>Duties and key result areas:</b></p> <p><b>Support for Pupils</b></p> <ol style="list-style-type: none"> <li>1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.</li> <li>2. Supervise and support children in their access of learning.</li> <li>3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.</li> <li>4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.</li> <li>5. Encourage children to play and interact with one another.</li> <li>6. Encourage children to engage in, and participate in learning activities lead by the class teacher.</li> <li>7. To have challenging expectations that encourages children to act independently and build self-esteem.</li> <li>8. Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.</li> <li>9. To assist in the supervision and care of pupils at lunchtime.</li> </ol> <p><b>Support for the Teacher</b></p> <ol style="list-style-type: none"> <li>1. Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.</li> <li>2. Assist the supervising teacher with the planning of learning activities.</li> <li>3. As directed by the class teacher: <ul style="list-style-type: none"> <li>• Prepare the classroom prior to a lesson</li> <li>• Clear up after a lesson</li> <li>• Assist with the display of pupils' work</li> </ul> </li> <li>4. Report to the classroom teacher, as agreed, on: <ul style="list-style-type: none"> <li>• Pupil problems</li> <li>• Pupil progress</li> </ul> </li> </ol>			

- Pupil achievements
- 5. Undertake the maintenance of pupils' records as directed by the class teacher.
- 6. Support the teacher in the management of pupil behaviour.
- 7. Gather information from parents and carers as directed by the class teacher.
- 8. Establish constructive relationships with parents and carers.
- 9. Administer routine tests and invigilate exams.
- 10. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.
- 11. Provide the classroom teacher with clerical and admin support, particularly:
  - Undertaking bulk photocopying
  - Word processing
  - Filing
  - Collecting money
  - Administer course work

#### **Support for the Curriculum**

1. Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses.
2. Help pupils to understand instructions
3. Support pupil learning with respect to all of the local and national learning strategies
4. Support pupils in their use of ICT as directed by the class teacher
5. Prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

#### **Support for the School**

1. Comply with all school policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and/or phase leader.
5. Assist with pupil welfare, following the intimate care guidelines at all times.
6. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

<b>Work Arrangements</b>	
Transport requirements:	None
Working patterns:	Normal hours
Working conditions:	Mainly indoors

### NEWSHAM PRIMARY SCHOOL - PERSON SPECIFICATION

<b>Post Title: TEACHING ASSISTANT - GENERAL (LEVEL 2)</b>	<b>Director/Service/Sector: Children's Services</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Good numeracy and literacy skills; NVQ 2 for teaching Assistants or equivalent qualifications	Completion of Teaching Assistant Induction Programme;	(a), (i)
<b>Experience</b>		
Working with or caring for children of the relevant age Working with SEND pupils at primary age range Working as part of a team	Experience of working across the whole primary age range Experience of implementing advice for pupils from support agencies	(a), (i)
<b>Skills and competencies</b>		
Good ICT skills Understanding of the National Curriculum and EYFS Curricular Guidance Basic understanding of child development Can work as a member of a team, understanding their role in the classroom and associated responsibilities Appropriate first aid knowledge Experience of implementing pupil profiles and assessment strategies	Knowledge of restraint techniques Play skills to enhance lunchtime play for pupils	(a), (i),  (r)
<b>Other</b>		
Willingness to participate in training and personal development A positive 'can do' approach Flexibility Willingness to work across the whole primary age range	High expectations for all pupils	(i)