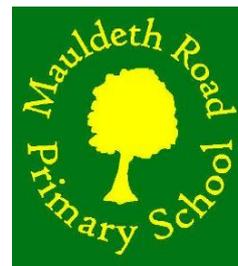

Mauldeth Road Primary School

Job Description

Teaching Assistant – Level 2 Grade 3 Teaching and Learning



The post holder will report to the Teacher / SENCO. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

Under the guidance of a teacher, provide support in the Foundation Stage/ Key Stage 1 / Key Stage 2. As the school has needed to restructure current staff allocations, due to Covid 19 guidance, candidates need to be prepared to be assigned to work with pupils in all year groups. This role will also involve addressing the needs of pupils who require help to overcome barriers to learning.

Deliver learning programmes and support to individual pupils, small groups (and whole classes during the short term absence of teachers)

Main Duties

Support for pupils

1. To be prepared to work with individuals and groups of children from Nursery to Year 6 in collaboration with the teacher including the implementation the delivery and assessment of the EYFS and National Curricula
2. Use skills/training/experience to support to pupils who may require an individual approach or who may exhibit behavioural and learning needs
3. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
6. Promote independence and employ strategies to recognise and reward achievement of self reliance
7. Give regular feedback on children's progress to the class teacher, parents and colleagues and to file records
8. To observe pupil performance and pass observations onto the class teacher
9. Attend to children's personal care needs, including minor first aid and provide advice and support with pastoral, social health, physical hygiene and welfare matters

Support for Teachers

10. Prepare the learning environment for lessons, including display work and clear afterwards as appropriate
11. Contribute to the planning cycle, managing and preparing resources, adjusting lessons/work plans as necessary, having an understanding of the curriculum up to Year 6
12. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
13. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher
14. Monitor and manage stock within the setting as required
15. Contribute to the development and implementation of appropriate behaviour management strategies

Support for the Curriculum

16. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment
17. Read and understand lesson plans shared prior to the lesson, if available
18. Provide Curriculum / resource support and undertake programmes including those linked to local and national learning strategies
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
20. Assist pupils to access learning activities through specialist support
21. Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

22. Ensure strategic processes are complied with in order to overcome barriers to learning, including eg behaviour management strategies
23. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
24. Accompany teachers and pupils on educational visits
25. Assist in maintaining high standards of health and safety at all times
26. Maintain good relationships with colleagues and work together as a team

27. Assist in the supervision of classroom and outdoor activities
 28. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 29. Contribute to the overall ethos/work/aims of the school
 30. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
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All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007). In addition to HLTAs, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work' are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 2 may be called upon to provide cover supervision for a group or occasionally a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and City Council Policies.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Mauldeth Road Primary School

Person Specification

Teaching Assistant – Level 2

For this job we are looking for:

Experience of working with or caring for children of the relevant age

Experience of working with pupils with additional needs

Numeracy/literacy skills at GCSE Grade C. (Appointment will be subject to a basic skills test in Maths and English as part of the recruitment process.)

Ideally, NVQ Level 3 for Teaching Assistants or equivalent qualification or experience

Willingness to participate in training, performance management and self evaluate learning needs and actively seek learning opportunities

Training in the relevant learning strategies and /or in a particular curriculum or learning area, e.g. bilingualism

Ability to work as part of a team and to relate well to children and adults

An understanding of the role of the Teaching Assistant and other professionals working in a primary school

Ability to use relevant technology and to use ICT to support learning effectively

Understanding of national/foundation stage curriculum and other basic learning programmes/strategic processes and barriers to learning

Understanding the principles of child development and learning processes

Knowledge of strategic processes and barriers to learning, including e.g behaviour management strategies

Ability to self-evaluate learning needs and actively seek learning opportunities

Willingness to undertake first aid training as appropriate

Personal Style and Behaviour

Absolute confidentiality with regard to pupils, colleagues and their data

Tact and diplomacy in all interpersonal relationships, with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.

Personal commitment to continuous self-development and to continuous service improvement.

Consent to, and application for, an enhanced disclosure to a DBS (Disclosure and Barring Service) check.