

JOB DESCRIPTION



New Town Primary School	Job Title: Teaching Assistant for Additional Resource Provision - Level 2
Grade/Salary Range: RG3a 5-7 (Gateway progression: RG3b 8-11)	

JOB PURPOSE

To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom within the Additional Resource Provision. Work may be carried out in the classroom or outside the main teaching area.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS WITHIN THE ADDITIONAL RESOURCE PROVISION

- Supervise and provide particular support for pupil, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Delivery of learning, care or support pre-determined programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.
- General admin/technical support where some technical or specialist knowledge is required, such as supporting the teacher in monitoring, assessing and recording pupil progress / activities

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Implement planned learning activities / teaching programmes (i.e. literacy and numeracy programmes) as agreed with the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Undertake and implement programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

GATEWAY PROGRESSION CRITERIA

In order to progress to RG3b points 8-11, staff will need to meet all of the following criteria (as relevant to the setting and phase) in agreement with the Headteacher:

- Communicate with other agencies/professionals, in liaison with teacher, to support achievement and progress of pupils
- Develop, plan and initiate agreed learning activities with the support of the teacher
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work

PERSON SPECIFICATION



New Town Primary School

Job Title: Teaching Assistant for Additional Resource Provision - Level 2

QUALIFICATIONS/EDUCATION/TRAINING:

Good numeracy/literacy skills
NVQ for Teaching Assistants or equivalent qualifications or experience
Training in the relevant learning strategies - e.g. literacy
First aid training
Training as appropriate

EXPERIENCE:

Working with or caring for children of relevant age
Experience of working with pupils with a range of SEND

SKILLS, ABILITIES AND COMPETENCIES:

Effective use of ICT to support learning
Use of other equipment technology - visualiser, photocopier
Understanding of relevant policies/codes of practice and awareness of relevant legislation
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
Basic understanding of child development and learning
Ability to self-evaluate learning needs and actively seek learning opportunities
Ability to relate well to children and adults
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Understanding of a range of SEND
The ability to work flexibly, adapting to meet the needs of pupils under the direction of an experienced teacher and following advice from external professionals

SCHOOL SPECIFIC NEEDS:

Commitment to the school's vision, values and aims
Commitment to a diverse community
Commitment to inclusion and raising standards for children
Commitment to children's entitlement to a rich education.