**JOB DESCRIPTION TEACHING ASSISTANT LEVEL TWO**

Responsible to: Headteacher

Responsible for: Assisting Teaching and Learning – initially in EYFS

Start Date: June 2018

**JOB PURPOSE:**

To work under the guidance of designated teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

The role will be predominantly based in the EYFS with the successful candidate being aware of the need for working across all key phases, should the need arise.

**KEY TASKS – Support for Pupils**

Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.

* Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
* Supervise, assist and support pupils, including those with special needs, to access learning activities, through your knowledge of the curriculum and knowledge of how pupils learn.
* The role may include supporting and implementing pupils’ personal programme, including social, health, physical, hygiene*,* and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
* Support the effective use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Contribute to the development and implementation of Individual Education Plans and Behaviour Plans
* Promote self-esteem and independence, and employ strategies to recognise and reward achievement of self-reliance.
* Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy.

**KEY TASKS – Support for teachers**

* Promote positive values, attitudes and good pupil behaviour. Deal promptly with conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.
* Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher.
* Work with the teacher to implement lessons/activities, evaluating and adjusting lesson work / plans according to pupils’ learning styles and individual needs and to meet pre-determined learning objectives.
* Contribute to the on-going delivery of local and national learning strategies, e.g. literacy, numeracy, early years effectively utilising all alternative opportunities to support extended development of pupils’ skills.
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence.
* Undertake routine marking of pupils’ work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation. Invigilate tests and examinations as required.
* Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems as necessary.
* Collate pupil reports in liaison with the teacher, inputting data as required.
* Create and maintain an appropriate learning environment in liaison with the teacher.
* Assist with the display of pupils’ work
* Determine the need for, prepare and maintain general and specialist equipment and resources
* Provide clerical support for teachers, e.g. photocopying, filing, record-keeping, collecting money, checking of deliveries and placing goods in stock and. maintaining records of stock; administering coursework, production of work sheets for agreed activities

**KEY TASKS – Support for the School**

* Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support the achievement and progress of pupils.
* Assist with activities outside the classroom, working as part of a team to supervise pupils and support Activity Leaders, e.g. accompanying to swimming lessons.
* 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 a teacher.

## STANDARD DUTIES

* To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
* To uphold and promote the values and the ethos of the school
* To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
* To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
* To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
* To attend and participate in relevant meetings as appropriate.
* To undertake any other additional duties commensurate with the grade of the post.

**Duties and responsibilities**

Any other duties that the head teacher from time to time may reasonably ask the post-holder to

perform.

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| **PERSON SPECIFICATION FOR TEACHING ASSISTANT LEVEL TWO** |  |
| **Experience, Qualifications and Training:** |  |
| * To have had experience of teaching in a reception class, Nursery or Key Stage 1 setting
* To have had experience of the Teaching Assistant role within a school setting
* To have knowledge and practical experience of SEND and inclusion
 | **E** **E** **E** |
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| **Practical Skills:** |  |
| * Ability to maintain a positive ethos with an accent on high achievement and inclusion for all;
 | **E** |
| * Ability to communicate and promote the vision and objectives of the school;
 | **E** |
| * Ability to communicate effectively with a wide variety of people
* A commitment to developing learning within both the indoor and outdoor area
 | **E****E** |
| * Ability to motivate and stimulate pupils of all abilities to enjoy learning;
 | **E** |
| * Make appropriate judgments over issues of confidentiality and safeguarding
 | **E** |
| * Working knowledge of synthetic, systematic phonics, in particular –*Read, Write, Inc*
 | **D** |
| * Working knowledge of contributing to Learning Journeys, in particular-*Tapestry*
 | **D** |
| **Personal Qualities & Attributes:** |  |
| * To be committed in their post.
 | **E** |
| * To be supportive of other members of staff.
 | **E** |
| * To have good attendance and punctuality.
 | **E** |
| * To be co-operative with other staff and to be pro-active in the working environment.
 | **E** |
| * A strong commitment to personal and professional development
 | **E** |