

School: River View Primary School

## **JOB DESCRIPTION**

### **JOB DETAILS:**

**Job Title** TA2

**Grade:** 2A Scp 6 - 8

**Directly responsible to:** HEAD TEACHER / Phase Leader

**Directly responsible for:** Supporting Teaching and Learning

**Hours of Duty:** 36 hours per week (term-time only)

### **Primary purpose of the job:**

To work under the instruction/guidance of a teacher, to provide specific work/care/support programmes. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area including the playground.

### **Main Duties and Responsibilities/Accountabilities:**

#### **Support for the Teacher**

- Assisting with display work and create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assist with the planning of learning activities and support pupils to achieve learning goals
- Monitor the response of pupils to learning activities and record achievements/progress as directed.
- Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use.
- Provide detailed and regular feedback to teachers on pupils achievements, progress, problems etc
- Promote good pupil behaviour, dealing with incidents in line with School Policy and encourage pupils to take responsibility for their own behaviour.
- Undertake routine marking of pupils work.
- Establish constructive relationships with parents/carers.
- To be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils responses to learning activities through observation of achievement against pre-determined learning objectives.

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's responses/needs.
- Administer routine tests and invigilate exams, and accurately record achievement and progress.

### **Support for the Pupils**

- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities. Promoting independence and employing strategies to recognise and reward achievement.
- Supervise and provide particular support for pupils, including those with SEN, ensuring their safety and access to learning activities.
- Assist with the development and implementation of individual Education/Behaviour Plans and Personal Care 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 achievements under guidance of the teacher.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
- Undertake programmes linked to learning strategies e.g. literacy, numeracy, KS1, foundation etc. and feedback to the teacher.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils in their use.
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- To assist in meeting the physical care needs of students as required.
- To provide clerical/admin support e.g. photocopying, typing, filing, collecting money, administer coursework etc.

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### **SAFEGUARDING RESPONSIBILITIES ALL STAFF**

- The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

- To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act.
- To ensure child protection procedures and processes are followed across the school.

## **Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job description prepared November 2011 by the Head Teacher

Agreed by Post Holder:

Signed Head Teacher

Signed Post Holder

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Working with or caring for children of relevant age.
- Good numeracy/literacy skills.
- NVQ 2 (or equivalent qualification or experience).
- Training in relevant strategies (e.g. literacy).
- Effective use of ICT to support learning.
- Ability to relate well to children and adults.
- Basic understanding of child development and learning.
- General understanding of national/foundation stage curriculum and other basic programmes/strategies.
- Work constructively as part of a team, understanding classroom roles and responsibilities.
- Demonstrate flexibility and resilience in adapting to the changing needs of the school
- Be able to demonstrate initiative when setting up and enhancing the learning environment

**Desirable Criteria**

- First Aid Training as appropriate.
- Completion of Teacher Assistant Induction Training.
- Understanding the relevant policies/codes of practice and awareness of relevant legislation.