



St. Andrew's CE Primary School

TEACHING ASSISTANT Level 2 Job Description

At St Andrew's CE Primary School, we aim to bring children to a place where they can realise their full potential. Our Christian values are the foundation of all we do and each one is a facet of the central value, love, which 'always protects, always trusts, always hopes, always perseveres.' (1 Corinthians 13:7) Protect, Trust, Hope and Persevere.

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. Work may be carried out in the classroom or outside the main teaching area.

Support for pupils

- Supervise and provide specific support for pupils, 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
- 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 under the direction of the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the direction 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
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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
- Administer routine tests and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, word processing, filing etc

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of IT 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

Support for the school

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the 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
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- 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

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Safeguarding

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

PERSON SPECIFICATION for Teaching Assistant Level 2

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none">▪ Good numeracy/literacy skills (ie minimum GCSE A - C in Maths and English)▪ NVQ 2 for Teaching Assistants or equivalent qualifications or experience	<ul style="list-style-type: none">▪ Completion of DfE Teacher Assistant induction programme▪ First aid certificate▪ Training in relevant learning strategies e.g. literacy
Relevant Experience	<ul style="list-style-type: none">▪ Experience of working with/caring for children across the primary age range	<ul style="list-style-type: none">▪ Experience of working in a Church of England School
Relevant knowledge, skills and attributes	<ul style="list-style-type: none">▪ Effective use of IT to support learning▪ Understanding of the National Curriculum▪ Basic understanding of child development and learning▪ Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes▪ Ability to relate well to children and adults▪ Ability to self-evaluate learning needs and actively seek learning opportunities▪ Ability to act with integrity, confidentiality and with professionalism	<ul style="list-style-type: none">▪ Use of technology e.g. computer, photocopier▪ Knowledge of child protection issues▪ Understanding of relevant policies, codes of practice and awareness of relevant legislation

	<ul style="list-style-type: none">▪ Ability to take the initiative and to be appropriately responsive▪ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	
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Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.