THE
EDUCATION
ALLIANCE

Primary Teaching Assistant Level 2
Primary – Reception/Key Stage 1
JOB DESCRIPTION

Responsible to: Head Teacher

Pay Scale: 14

Main Purpose of Post:

Under the direction of the class teacher support the teaching of pupils.

Work collaboratively to establish a dynamic, nurturing learning environment in which children make outstanding academic progress within the Reception and Key Stage 1 framework.

Main Responsibilities of Post:

- Under the guidance of the Classroom Teacher, follow designated lesson plans.
- Be responsible for working with individual or groups of children on planned learning experiences in and outside of the classroom as agreed by the class teacher (e.g. literacy, creative work, group maths, science, IT, local environment studies, PE).
- Ensure pupils equal access to learning and development.
- Encourage participation and learning, helping to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.
- Support children with a variety of social and physical needs i.e. personal hygiene, dress etc. encouraging children's independence and self-reliance.
- Support children with a variety of Special Education Needs within the classroom environment, contributing to reviews and case conferences as appropriate.
- Work with the teacher in the overall observation, assessment and recording of the development of individual children, including those with specific educational needs.
- Contribute to and make recommendations about proactive, routines organisation or space, to maximise the achievement of children.
- Prepare set-up, manage and clean up materials and equipment, in both indoor and outdoor learning areas.
- Create engaging and visually stimulating displays around the reception area.
- Be responsible for maintaining an up to date inventory of classroom/curriculum equipment and materials, ensuring that any lost or damaged materials or equipment are replaced.
- Carry out administrative tasks as directed by the classroom teacher, i.e. Photocopying, preparing displays, lesson materials and writing short reports.
- Be responsible for the supervision of pupils during break / lunch times in and outside of the classroom.
- Maintain discipline in accordance with school policies and demonstrate good practice both in and outside of the classroom with regard to expectations, attendance, behaviour, appearance, uniform, homework etc.
- When required administer first aid (where trained) and comfort sick children appropriately.
- Engage in continuous professional self-development in relevant areas.

- Maintain effective, professional relationships with colleagues.
- Be aware of child protection issues, identifying and escalating concerns to the Classroom Teacher.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Head appropriate to the remit.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Education Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.

Signed: Date:

Name: