Role Profile

Teaching & Learning Assistant (Level 2)

(TA2)

Scale

NJC Grade C SCP 11 – 14

Based at

St. Aidan's Primary School – A Church of England Academy

Purpose of the role (job statement)

To work with and supervise individuals and groups of children, under the direction/supervision of teaching/senior staff both in and out of school hours to enrich curriculum learning. To undertake work, care or support programmes, inclusive of special/individual learning needs, to enable access to learning for all pupils and to assist the teacher in the management of pupils and the classroom.

Key Responsibilities

Support to Pupils

1. To work with and supervise individuals and groups of children, under the direction/supervision of teaching/senior staff both in and out of school hours to enrich curriculum learning.
2. To undertake work, care or support programmes, inclusive of special/individual learning needs, to enable access to learning for all pupils.
3. To assist the teacher in the management of pupils and the classroom.
4. Support to Pupils
5. Establish good working relationships with pupils acting as a role model and being aware of and responding appropriately to individual needs.
6. To ensure that all pupils have equal access to opportunities to learn and develop.
7. To provide support to pupils, including those with special needs, ensuring their safety and access to learning activities. This may include toileting and changing children where appropriate, implementing related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
8. To assist with the development and implementation of IEPs and personal care programmes.
9. To promote self-esteem and independence amongst pupils.
10. To 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.
11. To provide feedback to pupils on their progress and achievement under the guidance of a Teacher.
12. To support pupils' access to learning and implement differentiated learning activities.
13. To focus a pupil/group of pupils to engage with a learning task and make progress in their learning.
14. To ensure good behaviour is maintained during breaks and lunchtime, and support is provided for pupils as required.
15. To supervise and engage in playtime/lunchtime duties and organised activities.

Support for Teachers:

1. To promote good pupil behaviour, dealing promptly with conflicts/issues and encouraging pupils to take responsibility for their own behaviour, in-line with the school behaviour policy.
2. To support constructive relationships with parents/carers, in appropriate languages, promoting the school's home/school liaison policy.
3. To assist the teacher with planning the curriculum through sharing observations about the children's development and by contributing ideas for topics and activities.

4. To support the teacher by contributing to the delivery of local and national learning strategies e.g. literacy, numeracy & recording achievement, progress and feeding back to the teacher.
5. To report pupil achievement, progress and issues in the school's agreed format.
6. Undertake marking of pupils' work against an agreed marking scheme under the direction of a teacher.
7. To be responsible for keeping and updating records as agreed with the teacher.
8. To collate pupil records in liaison with the teacher, inputting data as required.
9. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
10. To mount and display pupils' work in consultation with the teacher.
11. To prepare, maintain and use equipment/resources required to meet the lesson plans/ learning activity and assist pupils in their use.
12. To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities.
13. To administer routine primary tests and contribute to the invigilation of examinations as required.

Support for the School:

1. To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
2. To contribute to the overall work and ethos of the school.
3. To support the Christian values and Mission Statement of the school.
4. To work as part of a team and support the role of other people in the team.
5. To attend and participate in meetings as required.
6. To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to support others.
7. To assist with the supervision of pupils out of lesson time.
8. To 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.

Common Core of Skills and Knowledge for the Childrens Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future.