Job Description

Job Title:	**Teaching Assistant – Level 2** Supporting and Delivering Learning	**School Name:**	Cobourg Primary School
Grade and Range:	Grade 4 – SCP 4 – 9 TA	**Hours:**	30 hours per week 08:45 –15:45 45 minute lunch break 15 minute further break
		Working Pattern:	Term time only + 5 INSET days (39 weeks)
Reports to:	Headteacher / Deputy Head / Assistant Head (Inclusion Manager)	**Supervises:**	None

Purpose and context:	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. This work may be carried out in the classroom or outside the main teaching area. This 30 hour contract will include lunchtime supervisor duties during the childrens' lunch breaks every day.

Principle Accountabilities:

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities consistently across the school day including lunchtime supervision
- 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 achievement under guidance 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 invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework 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, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT 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 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
- 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
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

General Statements	▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. ▪ Ensuring work is line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
To contribute as an effective and collaborative member of the School Team	▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

Person Specification

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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	▪ NVQ 2 for Teaching Assistants or equivalent is the minimum qualification required ▪ Training in the relevant learning strategies e.g. literacy/numeracy ▪ Effective use of ICT to support learning ▪ Effective use of other school equipment/technology ▪ Sound understanding of relevant polices/codes of practice and awareness of relevant legislation ▪ Good understanding of national/foundation stage curriculum and other basic learning programmes/strategies ▪ Good understanding of child development and learning ▪ First aid training/training as appropriate	E E E E E E E	Application Interview Test
Experience:	▪ Previous experience of working with children of relevant age in a school/learning environment	E	
Aptitudes, skills and competencies:	▪ Excellent numeracy/literacy skills ▪ Ability to self-evaluate learning needs and actively seek learning opportunities ▪ Ability to consistently relate well to children, parents and and other adults ▪ Work effectively as part of a team, understanding your roles and responsibilities and your own position within these ▪ Ability to lead by example and demonstrate a professional manner at all times.	E E E E E	
Special conditions:	▪ Motivated and happy to work with children & young people consistently across the school day, including lunchtime supervision ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children and staff.	E E E E E E E	