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| **Ref:** | **Job Profile** |
| **Position:** | **Teaching Assistant (Level 2)** |
| **School:** | Colham Manor Primary School |
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| **Grade:** | Scale 3 |
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| **Reports to:** | Deputy Headteacher |
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| **Purpose of Role** | To work under the direct instruction/guidance of teaching 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. |
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|  | **Job Description** |
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| **Support for Pupils:** | Supervise and provide particular support for pupils, including those with special needs or English as an additional language, ensuring their safety and access to learning activities. |
|  | Assist with the development and implementation of Individual Education /Behaviour Plans and Personal Care programmes. |
|  | Attend to the pupils’ personal needs and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters. |
|  | Supervise and support pupils ensuring their safety and access to learning. |
|  | Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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 the guidance of the teacher.  Engage children in structured developmental play during lunchtime |
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| **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. Use assessment for learning effectively, in line with the approaches modelled by the teacher. |
|  | 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/administrative support e.g. photocopying, typing, filing, collecting money etc. |
| **Support for the Curriculum:** | Assist in the preparation and development of agreed curriculum activities. |
|  | Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy and 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. |
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| **Support for the School:** | 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. |
|  | 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 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 lunchtimes. This post will include 2.5 hours per week of lunchtime supervision. |
|  | 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. |
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|  | **Person Specification** |
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| **Qualifications & Experience:** | Experience of working with relevant age groups within a learning environment. |
|  | Good numeracy and literacy skills. |
|  | Completion of DfE Teacher Assistant Induction Programme. |
|  | NVQ 2 for Teaching Assistants or equivalent qualifications or experience. |
|  | Training in relevant learning strategies e.g. literacy |
|  | First aid training. |
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| **Knowledge & Understanding:** | Effective use of ICT to support learning |
|  | Use of other equipment and technology to support learning - video, photocopier etc |
|  | Understanding of relevant policies/codes of practice and awareness of relevant legislation. |
|  | General understanding of national/foundation stage curriculum and other basic learning programmes/strategies |
|  | Basic understanding of child development and learning |
|  | Ability to relate well to children and adults |
|  | Able to work constructively as part of a team, understanding classroom roles and responsibilities. |
|  | An understanding of the learning needs of pupils with special educational needs and English as an additional language. |

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**