



Primley Wood Primary School, North Leeds

Job Description Teaching Assistant

Job Title Teaching Assistant– Level 2
Location: Primley Wood Primary School

Primley Wood Primary School is a values-led school, nurturing pupils of all faiths and none. The school ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

As a key member of the schools teaching support team, you will work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning. Providing widespread support to the class teacher in the management and organisation of the pupil and the classroom; assisting the teacher in creating and maintaining a purposeful, orderly, and supportive learning environment; promoting the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.

Duties & Responsibilities	
Support for the Teacher	<ul style="list-style-type: none">• Maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work• Use given strategies, in liaison with the teacher and under there guidance, 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 pupil's 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• Provide clerical/administrative support
Support for the Curriculum	<ul style="list-style-type: none">• Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses• Undertake pre-defined programmes linked to local and national learning strategies e.g. literacy, numeracy, 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 routine equipment/resources that are



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	required to meet the given lesson plans/relevant learning activity and assist pupils in their use
Support for Pupils	<ul style="list-style-type: none"> • Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities • Establish productive working relationships with pupils, acting as a role model and setting high expectations. • Promote good behaviours in the learning environment by delivering agreed strategies and interventions. • Promote the inclusion and acceptance of all pupils within the classroom. • Support pupils consistently whilst recognising and responding to their individual needs. • Assist with implementation of Individual Education/Behaviour Plans programmes • Develop a deep and wide-ranging understanding of the reasons behind different behaviours. • To support new students and families who may be new to the area or country and/or may have English as a Second Language, to ensure appropriate signposting and support. • Involvement in the support and monitoring of student progress to raise the academic achievement of students • Demonstrate knowledge, understanding and positively promote equality of opportunity. • Support students with consistent, unconditional positive regard, identifying and responding to their individual needs. • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities. • Promote independence and employ strategies to recognise and reward achievement of self-reliance. • Provide feedback to pupils in relation to progress and achievement.
Support for the School	<ul style="list-style-type: none"> • 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. • Contribute towards a robust and positive culture of safeguarding for



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our students.

- 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.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Contribute to the timetable of lunchtime activities for our students to ensure activities are available that meet the needs of our students.
- Undertake planned supervision of pupils' out of school hours learning activities including being responsible for clubs, workshops, and organised external events such as sports competitions etc.
- Supervise pupils on visits, trips and out of school activities as required.

Signature of Manager: _____

Date: ____/____/____

Signature of post holder: _____

Date: ____/____/____