



Fairchildes Academy Community Trust

Rowdown Primary School

Teaching Assistants – Level 2

Job Description

FAIRCHILDES ACADEMY COMMUNITY TRUST

Role Profile

Job Title:	Teaching Assistants – General (Level 2)
School:	Rowdown Primary School
Grade Range:	Grade 3, points 5-6
Reports to:	SENCo, Inclusion Manager, Head of School

Overview of Role, Areas of responsibility and Key Tasks:

To supervise a pupil with special education needs with Developmental Language Disorder. DSD is a significant and on-going difficulty with understanding and/or using spoken language.

To assist in the implementation of specific interventions within a framework agreed with and under the overall direction of the class teacher

To support the pupil with recognising and responding to their individual needs including personal hygiene and intimate care

To help make appropriate resources to support the pupil's learning

Support for Pupils

This will involve:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning.
- Establishing good relationships with pupils, acting as a role model, being aware of and responding appropriately to individual needs.
- Setting challenging and demanding expectations of pupils and promoting self-esteem and independence
- Encouraging pupils to interact with others and engaging in activities
- Support over meal times
- Providing feedback to pupils in relation to progress and achievement under guidance of the class teacher
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop, including the need to provide intimate care where necessary for a child to access their learning.
- Promoting the inclusion and acceptance of all pupils.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Encouraging pupils to act independently as appropriate.

Support for the Teachers

This will involve:

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, needs etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encouraging pupils to take responsibility for their own behaviour
- Preparing groups as directed for lessons
- Help create and maintain a purposeful, orderly and supportive environment and assist in the displaying of pupils' work
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work under guidance of teacher.
- Establishing constructive relationships with parents/carers
- Undertaking pupil record keeping as requested
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Providing clerical/administrative support, e.g., photocopying, displays etc.

Support for the Curriculum

This will involve:

- Supporting pupils in respect of local and national learning strategies
- Delivering structured and agreed learning activities and/or teaching programmes, adjusting activities according to pupil responses
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Preparing and using equipment/resources required to meet the lesson plans/relevant activity and assisting pupils in their use
- Ensure access to all areas of the curriculum following appropriate safety procedures in practical activities such as cookery/PE/ science etc.

Support for the School

This will involve:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participating in training and other learning activities and performance development as required
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings, as required.
- Assisting with the supervision of pupils out of lesson times, including playtimes and before and after school where appropriate
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.
- Under mutual agreement, taking responsibility for the supervision of a class of pupils in the short-term absence of the teacher and delivering prepared lessons

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence to a level that will ensure pupil progress and the ability to supervise whole classes in delivering pre- prepared lessons.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school.
- Actively sharing feedback on School policies and interventions