Morley Memorial Primary School

Job Description and Person Specification

Teaching Assistant

November 2016

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of teaching assistant at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
DBS checks and disqualification declaration may be required for this post. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to office@morley.cambs.sch.uk by 10am on **Monday 22nd November** at the latest.

Job Description

Job Title: Teaching Assistant
School MORLEY MEMORIAL
Reports to: Assistant Head Responsible for Inclusion

Grade: Level 2

Hours: **Monday to Friday (8.45 – 3.15)**

Purpose of the job:

- To promote the safety and well-being of pupils
- To support the classroom teacher
- To facilitate the active participation of children in the academic and social activities of the school.
- To contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. <u>Support for children</u>

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups and individuals who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs (including medical as required), or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, Emotional Behavioural Difficulties, learning skills, etc. as directed.

- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Use ICT where appropriate to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment
- Carry out intervention programmes, under the direction of the class teacher.

3. Support for the teacher

4.

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing targets for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe, healthy & attractive environment with particular reference to the shared areas of the school.
- Take an active role in own professional development (including engaging in performance management discussions and training where appropriate)
- Attendance at staff meetings where required (including INSET days).
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

Teaching Assistants working at Level 2 are expected to be flexible, able and willing to work with different age groups and children as required (including those with medical, challenging and/or complex needs)