

## **CALLANDS PRIMARY ACADEMY**

### **JOB DESCRIPTION**

<b>DEPARTMENT/SCHOOL:</b>	<b>Callands Primary Academy</b>
<b>POST TITLE:</b>	<b>TEACHING ASSISTANT (LEVEL 2)</b>
<b>GRADE:</b>	<b>4 Scp 6</b>
<b>REPORTS TO:</b>	<b>Deputy Headteacher</b>
<b>RESPONSIBLE FOR:</b>	<b>Supporting children in a maintained primary school setting on a one to one or group basis.</b>

### **MAIN PURPOSE**

The main purpose of the TA will be to work with class teachers to raise the learning and attainment of pupils. They will be expected to promote pupils' independence, self-esteem and social inclusion. They will give support to pupils, individually or in groups, so that they can access the curriculum, take part in learning and experience a sense of achievement.

### **JOB PROFILE**

#### **SUPPORT FOR THE PUPIL**

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupil's dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Provide pupil support as required at Lunchtime

#### **SUPPORT FOR THE TEACHER**

- Provide minimal clerical/administration support (eg photocopying, typing filing, etc)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine primary tests.

- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.

### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for 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 comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours including lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**NAME:**.....

**SIGNED:**.....

**DATE:**.....

## PERSON SPECIFICATION

**DEPARTMENT/SCHOOL:** Callands Primary Academy

**POST TITLE:** TEACHING ASSISTANT (LEVEL 2)

**GRADE:** 4

**E = ESSENTIAL**

**D = DESIRABLE**

### **Skills**

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities **E**
- Ability to build and maintain effective working relationships with all pupils and colleagues. **E**
- Ability to promote a positive ethos, role model positive attributes and support the school's mission statement and core values **E**
- Ability to work with children at all levels regardless of specific individual need. **E**
- Ability to adapt own approach in accordance with pupil needs **E**
- Excellent personal numeracy and literacy skills **E**

### **Knowledge & Understanding**

- Understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc. **E**
- Understanding of principles of child development, learning styles and Independent learning. **E**
- Working knowledge of relevant policies/codes of practice/legislation **D**
- Understanding of inclusion, especially within a school setting **E**
- Experience of resources preparation to support learning programmes **E**
- Effective use of IT to support learning **E**
- Understanding of other basic technology - photocopier **D**

### **Qualifications**

- Experience of working with children in an educational setting (within specified age range/subject area). **E**
- NVQ III or equivalent in teaching assistant **E**
- Willingness to participate in relevant training and development opportunities **E**
- English / Maths to GCSE or higher **E**
- Training in special educational needs strategies **D**
- Willingness to undertake appointed person certificate in first aid administration. **D**

### **Experience**

- Experience of providing classroom support/individualised support **D**
- Knowledge of the national curriculum **D**