



## **Stoke Heath Primary School** **Job Description**

**Job Title: Teaching Assistant – Grade 2**

### **Job Purpose :**

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

### **Duties and Responsibilities**

Under the direction and control of the classroom teacher or designated supervisor:

- ◆ Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- ◆ Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- ◆ Monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.
- ◆ Actively engage in the pre-determined educational activities and work programmes at a basic level. including the administration of baseline tests, and the use of information technology as appropriate.

### **Job Responsibilities and Tasks might include the following:**

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
3. Undertake supervision and behaviour management of pupils and provide support within the procedures of the school/service, reporting any difficulties as appropriate.
4. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self esteem through praise and encouragement.
5. Ensure that pupils are able to safely use equipment and materials provided.
6. Provide support for local and national learning strategies e.g. National Curriculum; Early Years Foundation Stage
7. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.

8. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
9. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
10. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
11. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - the changing of soiled clothing and its disposal in an appropriate way;
  - assisting with children's injuries and, where appropriately qualified, administering first aid;
  - assist with the administering of medicines under the direction of **the appropriate medical** staff;
  - assist with the identification and monitoring of children's general health and welfare.
12. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. Support and contribute to the overall ethos/work/aims of the school.
14. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
15. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
16. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
17. Attend and participate in relevant meetings as required.
18. Assist the teacher in supporting volunteer helpers or students in the classroom.
19. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

**Responsible to: The School Leadership Team**

**Date Reviewed: February 2023**

## Person Specification – Grade 2

<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Understanding of relevant codes of practice/ and legislation</li><li>• Basic understanding of child development and learning</li><li>• Training in relevant learning strategies</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• To effectively use ICT and use of other equipment – video, photocopier</li><li>• Ability to relate well to children and adults</li><li>• To work constructively as part of a team</li><li>• Ability to self evaluate learning needs</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children of relevant age or with specific special needs</li></ul>
<b>Educational</b>	<ul style="list-style-type: none"><li>• Good literacy and Maths skills</li><li>• NVQ 2 for Teaching Assistants or equivalent qualifications and experience</li></ul>
<b>Special Requirements</b>	<p>For posts that are subject to Protection of Children Regulations the following statement must be annotated: "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment"</p>