

LYPPARD GRANGE PRIMARY SCHOOL

JOB DESCRIPTION

Post Title:	Teaching Assistant
Grade:	TA 2
Reporting To:	Head Teacher
Responsible for Supervision and Management of:	Not responsible for the supervision or management of other staff

Main Purpose of Job:

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

Responsibilities, Duties and Tasks:

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

- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's progress, achievements and condition and report these to the designated supervisor and/or others as appropriate.
- Actively engage in the pre-determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of pupils.
- Provide cover supervision:
 - To work under the guidance of teaching/senior staff with individuals/groups, in or out of the classroom.

- To supervise whole classes occasionally during the short-term absence of teachers.
- The primary focus will be to maintain good order and to keep pupils on task.
- Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities (work pre-set by the teacher) and implement agreed work programmes.

Tasks may also include:

- Contributing to the planning of work to meet the needs of the Foundation Stage and/or National Curriculum and individual needs of pupils and students.
- To assist the teacher with learning activities generally in the classroom.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- Contributing to the formulation of Personal Learning Plans including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
- Assistance with the physical manipulation of objects and equipment.
- General supervision, emotional support and behaviour management of children and students, within the procedures of the school and/or service.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To display and present children's work.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - assistance with the personal hygiene routine, e.g., toilet training, changing of incontinent children, dressing, and undressing;
 - the changing of soiled clothing including its disposal in the appropriate way;
 - assisting with children's injuries and where qualified, administering basic first aid;

- to assist with the administering of medicines under the direction of the appropriate medical staff (within the School's Policies);
- to assist with the identification and monitoring of children's general health and welfare.
- To contribute to preparation for meetings to discuss the specific child's progress.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, e.g., P.E., swimming, educational visits.
- To ensure that pupils can safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Additional General Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy.

QUALIFICATIONS REQUIRED

- Qualified Teaching Assistant
- The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

SUPERVISION RECEIVED

Classroom teacher/PhaseTA3/SENDCo/SLT.

PRINCIPAL CONTACTS

Pupils, classroom teacher/supervisor, other Teaching Assistants, SENDCo, SLT.

In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive professional working relationships.

Notes:

- This post is subject to a criminal record check.
- The Head Teacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equalities Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.
- The English fluency duty applies to this post. Person specifications should include that the postholder must have the ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

Prepared by: Becky Thorp, Head Teacher

Date: December 2022