

School	Lindale CE Primary School
Job title	Teaching Assistant
Role Profile Level	PCD2.5A
Date	June 2016

Purpose

Under the supervision of teachers/senior staff undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils either in or outside the class room.

Roles at this level will not be expected to carry out any specified work.

Key responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses.
2. Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
3. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
4. Support learning by arranging / providing resources for lessons/activities under the direction of the teacher.
5. Teaching Assistants in this role may be expected to undertake at least one of the following:
 - a. work with pupils with severe and complex learning difficulties and associated disabilities including those with challenging behaviour
 - b. provide support and communication strategies as required e.g. PECs, signing, prescribed physiotherapy programmes, Team Teach, use of specialist aids and equipment.
 - c. in accordance with an agreed healthcare plan and following appropriate training as directed by the Head undertake medically invasive techniques such as feeding through gastroonomy tubes, intermittent catheterisation, use of nebulisers, oxygen administration, administration of medication.
6. Support pupils social, emotional and physical wellbeing, reporting concerns to the appropriate person.

7. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
8. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
9. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
10. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
11. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

Staff Management Responsibilities

- None

Resources Responsible for

- Daily Maintenance
- Collecting small amounts of money in home school context
- Accessing some information.
- Equipment – stock control

Job Working Circumstances

- A. Emotional Demands – 10
- B. Physical Demands - setting up classrooms e.g. PE equipment, crouching and bending beside tables 75% - 10
- C. Working Conditions - 30

Total 50 points

Person Specification

Qualifications:

- Essential
QCF recognised relevant Level 2
- Desirable
Working towards a relevant level 3 or at level 3

Knowledge:

- Essential
Awareness of practices and procedures within education relating to the welfare, safety and education of children
General understanding of national/foundation stage curriculum and other basic learning programmes and strategies
Basic understanding of child development and learning
- Desirable
Knowledge of other to young people services

Relevant Experience:

- Essential
Working with or caring for children young people
- Desirable
Working with or caring for children of relevant age
Working in a classroom setting

Skills:

- Essential
Ability to self-evaluate learning needs and actively seek learning opportunities
Ability to relate well to children and adults
Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these
- Desirable
Effective use of ICT to support learning
Use of other equipment technology – video, photocopier