

Teaching Assistant Level 2

Thorpe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Pupil Premium Teaching Assistant

Grade: Level 2

Purpose of Job: Working under the direction of the Pupil Premium Lead to enable access to learning for pupils, and to support children through the delivery of intervention programs, mentoring and 1:1 reading support.

SPECIFIC DUTIES

a) Supporting the Pupil

1. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
2. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to all learning activities.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Aid the learning of pupils by:
 - Clarifying and explaining instructions;
 - Ensuring that the child is able to use the equipment and materials provided;
 - Motivating and encouraging the child as required;
 - Encouraging pupils to interact with others and engage in activities;
 - Supporting pupils in respect of local and national learning strategies, e.g. literacy, numeracy, ICT etc;
 - Developing appropriate resources to support the pupil/pupils;
 - Helping pupils to concentrate and to finish the work set;
 - Assist with the development and implementation Individual Education Plans (IEPs).
5. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.

b) Supporting the Pupil Premium Lead

1. Create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans and assist in the display of pupil's work.
2. Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff / lesson plans / curriculum etc.
3. Use strategies, in liaison with the PP Lead, to support pupils to achieve learning goals.
4. Plan learning activities.
5. Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
6. Monitor and track progress and provide feedback to assist in developing IEPs for children with additional needs.
7. Provide detailed and regular feedback to PP Lead on pupil's achievement, progress, problems, etc.
8. Maintain records as requested – manual or computerised as required.
9. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
10. Deal promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
11. Administer routine tests and invigilate tests.
12. Undertake routine marking of pupils' work.



c) Supporting the Curriculum

1. Undertake structured learning activities / teaching programmes, adjusting activities according to pupil responses. Record achievement and progress and feed back to teachers and PP Lead.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.
4. Prepare, maintain and use equipment / resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.
5. Monitor and manage stock and supplies, cataloguing as required.
6. Maintenance of specialist equipment, check for quality and safety.
7. Report damages.
8. Demonstrate and assist others in safe and effective use of specialist equipment and materials.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Assist in arrangements for school trips, events, etc.
3. Accompany staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under supervision from the teacher.
4. Develop and maintain effective relationships with other staff, parents and carers.
5. Contribute to the overall ethos, work and aims of the school.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance management.
9. Assist with the supervision of pupils out of lesson time, including breakfast club and the reading room at lunchtimes.
10. Produce lists / information / data as required.
11. Undertake typing and word processing and other IT based tasks.
12. Maintain and collate pupil reports.
13. Provide general advice and guidance to staff, pupils and others.

e) Experience

1. Working with or caring for children of relevant age.

f) Qualifications / training

1. NVQ2 or equivalent qualification or experience in relevant discipline.
2. Good numeracy and literacy skills.

g) Knowledge / skills

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier, camera
- Knowledge and understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Knowledge of particular subject/technical area
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to identify own training and development needs and co-operate with means to address these
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Relevant knowledge of first aid