St Michael’s RC VA Primary School

Teaching Assistant Level 2 Job Description

The successful applicant will carry out the responsibilities of a level 2 teaching assistant supporting in a Year 1 Classroom and in addition providing 1 to 1 support for a child with SEN each afternoon.

**Contribute to the management of pupil behaviour**

• Promote school policies on pupil behaviour

• Support implementation of strategies to manage behaviour

• Contribute to the management of pupil behaviour

• Employ strategies for behaviour management and report any problems to the teacher

• Provide level of attention appropriate to pupil’s needs, modifying approach to ensure that desired outcomes are achieved

• Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

**Establish and maintain relationships with individuals and groups**

• Establish relationships with individuals

• Establish relationships with groups

**Support pupils during learning activities**

• Provide support for learning activities

•Adapting equipment and resources to meet the needs of pupils

• Providing help with learning tasks

• Feeding back to the teacher on progress made

• Promote independent learning

• Encouraging students to take responsibility for their own learning and promoting development of self-esteem

**Review and develop own professional practice**

• Take part in regular review of practice and take advantage of development opportunities

• Setting personal targets and attending relevant courses/in-service training

**Assist in preparing learning environment**

• Prepare resources and materials

• Assist in setting out and clearing away learning materials and set out materials for use appropriate to the planned activities

**Contribute to maintaining pupil records**

• Update relevant records at agree time intervals

• Ensure that contributions are accurate, complete and up to date

**Contribute to planning of learning activities**

• Understand the most effective way in which to support learning for a given task

• Understand the needs of pupil/s with whom working

• Discuss expected learning outcomes with teacher and agree upon success criteria

• Provide feedback for teacher on outcomes of learning activity

**Promote social and emotional development of pupils**

• Support pupils in developing appropriate relationships

• Help to develop self-esteem of pupils

• Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

* Maintain and promote excellent behaviour at lunchtimes

**Support maintenance of pupil safety**

• Demonstrate awareness of symptoms associated with minor health problems

• Have full knowledge of Health and Safety policy

• Respond to minor health problems, for example with regard to asthma, allergies etc.

• Report any illness to teacher or other member of staff responsible for dealing with pupil health

* Ensure the children are safe at lunchtimes
* Complete first aid training

**Support use of ICT in the classroom**

• Knowledge of the sorts of equipment available in school and where to find them

• Procedure for reporting technical faults

• Procedure for allocating ICT equipment for classroom use

• Prepare equipment for use

• Support classroom use of equipment

**Help pupils to develop literacy and numeracy skills**

• Knowledge of school’s policies for literacy and Numeracy

• Working with individuals and groups on number or literacy tasks

**Provide literacy/numeracy support to allow access to curriculum**

• Knowledge of intervention strategies to support pupils with literacy and numeracy difficulties

• Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

**Liaison with other team members and parents in a professional manner**

• Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school’s policy for confidentiality; policy and procedure for parents’ access to teaching staff and Headteacher

• Interacting appropriately and professionally with teachers and other colleagues and parents/carers

• Contributing effectively to planning of joint actions within the team

• Pass on concerns about pupils to relevant people in the school