



JOB DESCRIPTION

Post title: Teaching Assistant Level 2 – Key Stage 2
Academy: Westgate Hill Primary Academy
Reporting to: Headteacher
Salary/pay range: £25,949 FTE, £22,389 actual salary
Hours of work: 37 hours per week
Mon & Tues – 8:00am – 4:00pm
Wed – 8:00am – 4:30pm
Thurs & Fri – 8:00am – 3:30pm

Job purpose

To assist in the education of pupils within the academy and provide general support for the school.

Main duties and responsibilities

General

- Supporting in the general management of the classroom and other areas of the school as directed by the Senior Leadership Team or person with delegated responsibility.
- Undertaking activities, as directed by the teacher or Senior Leadership Team, with individuals or small groups of pupils.
- Providing clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.
- Supervising groups or a class of pupils alone and participating in general activities including giving sensitive support and intervention in children's play and learning.
- Undertaking routine invigilation and marking.
- Enter data, as directed by a teacher, relating to pupil performance using the school tracker.
- Follow procedure to ensure Starters and Leavers are incorporated into school systems.

Classroom/Environment Organisation

- To be responsible for the organisation and maintenance of the classroom and the wider environment, setting out, clearing away and care of resources to create a tidy, purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus, and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school and to be responsible for the ongoing maintenance and update of classroom and environment displays.
- Demonstrating creativity in assisting with the practical resourcing of the classroom and wider environment.

Pupil Support

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Giving relevant feedback to the teacher regarding the educational, social, emotional and physical needs of pupils, thus offering the teacher support in their assessment.

- Following school policy documents and schemes of work to keep updated with school and National Curriculum documentation.
- Using technology as required to support children's learning.
- Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Individual Education Plans (IEP's) under the guidance of a designated teacher.
- Assisting with monitoring and evaluating the learning environment provided for the pupils and use this evaluation to help make necessary changes and developments within the classroom and the wider environment.

Welfare and Other Duties

- Assisting in the supervision of pupils particularly at lunchtimes, break periods, during PPA and at the beginning and end of sessions.
- Attending to sick or injured pupils.
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- Under teacher control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.
- May be required to administer medication to pupils, by agreement with the jobholder, in accordance with the school's policy on this issue.

Other duties

- Carry out any other duties in accordance with the expectations of a Teaching Assistant at the reasonable request of the Headteacher.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.