Northumberland County Council
Newsham Primary - JOB DESCRIPTION

Post Title: Teaching Assistant (Band 2 / Level 1)	**Director/Service/Sector:** Children's Services		**Office Use**
Band: 2	**Workplace: Newsham Primary School**		JE ref: SG16 HRMS ref:
Responsible to: Senior Staff – Teacher, Phase Lead, SLT	**Date:**	**Manager Level:**	
Job Purpose: To work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom			
Resources Staff	Not Applicable		
Finance	Not Applicable		
Physical	Some shared responsibility for classroom equipment and materials.		
Clients	Relevant School pupils		

Duties and key result areas:

Support for Pupils

1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives. This can include following a pupils EHCP, if applicable.
2. Supervise and support children in their access of learning.
3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
5. Encourage children to play and interact with one another.
6. Encourage children to engage in, and participate in learning activities lead by the class teacher.
7. To encourage children to act independently as appropriate

Support for the Teacher

1. As directed by the class teacher:
   - Prepare the classroom prior to a lesson
   - Clear up after a lesson
   - Assist with the display of pupils' work
2. Report to the classroom teacher, as agreed, on:
   - Pupil problems
   - Pupil progress
   - Pupil achievements
3. Undertake the maintenance of pupils records as directed by the class teacher.
4. Support the teacher in the management of pupil behaviour.
5. Gather information from parents and carers as directed by the class teacher.
6. Provide information to parents and carers as directed by the class teacher
7. Provide the classroom teacher with clerical and admin support.

Support for the Curriculum

1. Help pupils to understand instructions
2. Support pupil learning with respect to all of the local and national learning strategies
3. Support pupils in their use of IT as directed by the class teacher
4. Prepare and maintain equipment and resources as directed by the class teacher.

Support for the School

1. Comply with all school policies relating to:
   - Health and Safety
   - Child Protection / Safeguarding
   - Confidentiality and GDPR protection.
2. Work in such a way that you promote the ethos and vision of the school.
3. Participate in training and development and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom for e.g. lunch times and outside the school and / or school trips as directed by the class teacher / senior staff.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Working patterns: Working conditions:	

Northumberland County Council
Newsham Primary PERSON SPECIFICATION

Post Title: Teaching Assistant (Band 2)	**Director/Service/Sector: Children's Services**	**Ref:** SG16
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
• Good numeracy and literacy skills; • Completion of~~S~~ a recognised Teaching Assistant course L2 • Effective communication with pupils, teachers, and potentially parents • Participated in training related to SEND • Understanding of the needs of pupils with EHCPs • Knowledge of inclusive practices and the SEND Code of Practice	• First Aid at work or Paediatric First Aid Certificate	
• **Experience**		
• Working with or caring for children of primary age range • Working as a member of a team • Experience working with children with Special Educational Needs • Supporting children in a primary school setting • Working with children with a range of needs and abilities	• Experience of working or volunteering in a school setting • Experience of intimate care with pupils / young children • Experience working with children with autism and communication difficulties	
• **Skills and competencies**		
• Good written communication skills • Ability to organise resources, manage time effectively and prioritise tasks • Appropriate First aid knowledge • Basic IT skills • Can relate well to both children and adults • Can work as a member of a team	• Knowledge of phonics • Knowledge of SEN principles • An ability to be able to adjust to different situations and support a variety of learning needs	
• **Physical, mental and emotional demands**		
• An ability to understand and respond to the needs of individual pupils • An active post involving periods of active play, standing, some kneeling, bending and stretching. • Need to remain alert to monitor pupil activity, learning and health and safety risks. • Some pupil and family contacts may occasionally prove upsetting • Some need to walk, bend or carry	• Able to remain calm, patient, and consistent when supporting pupils with complex emotional and behavioural needs • Demonstrate a nurturing and empathetic approach to pupils who may struggle with emotional regulation or social interaction • Able to respond flexibly to the changing emotional needs of pupils throughout the school day	

• **Other**		
• Positive, can-do approach • Good sense of humour • Willingness to participate in training and personal development • Commitment to given tasks • Excellent record of attendance and punctuality		