PELE TRUST - Teaching Assistant Job Description

<table>
<tr><td colspan="2">Post Title: Teaching Assistant (Level 2)</td><td colspan="2">Director/Service/Sector: Children’s Services</td><td>Office Use</td></tr>
<tr><td colspan="2">Band: 3</td><td colspan="2">Workplace: PELE Trust</td><td rowspan="2">JE ref: SG17
HRMS ref:</td></tr>
<tr><td colspan="2">Responsible to: HLTA/ SENIOR TA/ LINE MANAGER MANAGING SUPPORT STAFF</td><td>Date:</td><td>Manager Level:</td></tr>
<tr><td colspan="5">Job Purpose: To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area.</td></tr>
<tr><td colspan="2">Resources Staff</td><td colspan="3">Not Applicable</td></tr>
<tr><td colspan="2">Finance</td><td colspan="3">Not Applicable</td></tr>
<tr><td colspan="2">Physical</td><td colspan="3">Shared responsibility for Classroom equipment and materials.</td></tr>
<tr><td colspan="2">Clients</td><td colspan="3">Relevant School pupils.</td></tr>
<tr><td colspan="5">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.

2. Supervise and support children in their access to 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 led by the class teacher.

7. To have challenging expectations that encourages children to act independently and build self esteem.

8. Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.</td></tr>
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Support for the Teacher

1. Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.

2. Assist the supervising teacher with the planning of learning activities.

3. 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

4. Report to the classroom teacher, as agreed, on:
   - · Pupil problems
   - · Pupil progress
   - · Pupil achievements

5. Undertake the maintenance of pupils' records as directed by the class teacher.

6. Support the teacher in the management of pupil behaviour.

7. Gather information from parents and carers as directed by the class teacher.

8. Establish constructive relationships with parents and carers.

9. Administer routine tests and invigilate exams.

10. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.

11. Provide the classroom teacher with clerical and admin support, particularly:
   - · Undertaking bulk photocopying
   - · Word processing
   - · Filing
   - · Administer course work

Support for the Curriculum

1. Undertake structured and agreed teaching programmes, adjusting activities according to pupil

responses. 2. Help pupils to understand instructions

3. Support pupil learning with respect to all of the local and national learning

strategies

4. Support pupils in their use of ICT as directed by the class teacher

5. Prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

Support for the School

1. Comply with all school policies relating to:
   - · Health and Safety
   - · Equal Opportunities
   - · Child Protection
   - · Confidentiality and data protection.

2. Work in such a way as to 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 e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

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:

PELE TRUST - Teaching Assistant PERSON SPECIFICATION

Post Title: Teaching Assistant (Level 2)	**Director/Service/Sector:** Children's Services	**Ref**: SG17
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
Good numeracy and literacy skills; NVQ 2 for teaching Assistants or equivalent qualifications	Completion of DfES Teaching Assistant Induction Programme;	(a), (i)
Experience		
Working with or caring for children of the relevant age		(a), (i)
Skills and competencies		
Good ICT skills and ability to use other types of learning technology: ● Photocopying ● Whiteboards ● CD ROM ● Video Understanding of codes of practice and recent relevant education; Basic understanding of child development Can work as a member of a team, understanding their role in the classroom and associated responsibilities. Appropriate first aid knowledge	CLAIT Level 1 Knowledge of restraint techniques.	(a), (i), (r)

Other		
Willingness to participate in training and personal development		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits