



ALFRED STREET JUNIOR SCHOOL

JOB DESCRIPTION

Job title:	Teaching Assistant Level 2
Postholder:	
Responsible to:	Head Teacher/Inclusion Manager/Class Teacher
Purpose of job:	To undertake work/support programmes to enable access to learning for pupils with Special Educational Needs. To work under the instruction/guidance of teaching staff, to support the delivery of quality learning and teaching. To raise standards of achievement for the children. Work may be carried out in the classroom or outside the main teaching area.

Supporting the Pupil

- 1 To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported
- 2 To help children to learn as effectively as possible, both in groups and one to one situations, e.g.
 - ◆ Clarifying and explaining instructions
 - ◆ Ensuring that the children are able to use equipment and materials provided
 - ◆ Motivate and encouraging the children where necessary
 - ◆ Liaising with the class teacher and SENCO about SEND plans
 - ◆ Developing appropriate resources to support the children
 - ◆ Assist in the completion and adjustment of a wide range of pre-defined learning and support activities to meet the requirements of pupils and the curriculum
- 3 To establish a supportive relationship with the children concerned
- 4 To develop methods of promoting and reinforcing the child's self-esteem
- 5 Deliver a range of interventions either 1:1 or small group as appropriate
- 6 To mark the pupils work and provide feedback

Supporting the teacher

- 1 To assist the class teacher and other professionals in the development of a suitable programme of support for children who need learning support
- 2 To contribute to the recording of the children's progress records
- 3 To participate in the evaluation of the support programme
- 4 To provide regular feedback to the class teacher/SENCO
- 5 To support the class teacher with preparing teaching resources
- 6 Assist with the planning, development and implementation of pupil learning plans

Supporting the school

- 1 To be aware of, and respond appropriately to, the school's Policies and Procedures such as Health and Safety, Child Protection and Safeguarding, Code of Conduct, Data Protection and Curriculum Policies
- 2 To liaise, advise and consult with other members of the team supporting the children, when asked to do so
- 3 To contribute to the reviews of the individual child
- 4 To implement school procedures
- 5 To be aware of confidential issues linked to home/pupil/school work and to keep confidences

- appropriately
- 6 To undertake playground duties as per the rota
 - 7 To attend training and meetings in connection to the role
 - 8 To carry out other related duties and responsibilities at the school as reasonably required by the Head teacher
 - 9 To have a professional attitude to punctuality, attendance and dress
 - 10 To have full regard to the Equal Opportunities Policy of the County Council and the Health & Safety Policy of the school and their implementation within the school.

All post holders at Alfred Street Junior School are expected to ensure that the duties of the post are carried out with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at work Act 1974 and other relevant legislation.

At Alfred Street Junior School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at, Alfred Street Junior School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. Successful applicants will need to undertake an enhanced DBS check and other necessary checks prior to employment commencing.