

Northern Education Trust – Job Description

Job Title:	Teaching Assistant Level 2	JE Reference:	JE007
Base:	The Ferns Primary Academy		
Reports to:	Phase Leader	Grade:	Grade 3 SCP7 – SCP8
Service responsibility:		Salary:	FTE salary £26,403.00 - £26,824.00, pro rata salary £19,544.00 - £19,856.00)
Additional:		Term:	31 hours, 39 weeks

JOB PURPOSE

- To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils, including those with SEND and to assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR THE PUPIL:

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Carry out duties in line with the intimate care policy
3. Be aware of and implement individual education/behaviour plans and personal care programmes
4. Establish constructive relationships with pupils and interact with them according to individual needs
5. Promote the inclusion and acceptance of all pupils
6. Encourage pupils to interact with others and engage in activities led by the teacher
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER:

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
3. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
4. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
5. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the consequences system policy and encourage pupils to take responsibility for their own behaviour
6. Establish constructive relationships with parents/carers under teacher guidance
7. Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM:

1. Support the use of IT in learning activities and develop pupil's competence and independence in its use
2. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE ACADEMY:

1. Comply with and contribute to the development of all Trust / academy policies and procedures.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person
3. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
4. Actively promote the NORTHERN model of school improvement to promote excellent outcomes for all children across the work of the academy
5. Model the vision and values of the trust and academy
6. Contribute to the overall ethos/work/aims of the school
7. Appreciate and support the role of other professionals
8. Attend and participate in relevant meetings as required
9. Assist, alongside teaching staff, with the supervision of pupils out of directed lesson time, including before and after school clubs and at lunchtimes
10. Accompany teaching staff and pupils on visits, trips and out of academy activities as required and take responsibility for a group under the supervision of the teacher
11. Participate in training and other learning activities and performance development as required
12. Show a duty of care and take appropriate action to comply with health & safety requirements at all time
13. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

GDPR

1. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider academy meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date:

