

## Job Description

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| School: ALDER BROOK PRIMARY PARTNERSHIP CENTRE |
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## Job Details.

Job Title: TEACHING ASSISTANT – Level 2 (EYFS/KS1)

Grade: Grade 2A (SCP 7-9) + SNA 1

Directly responsible to: Headteacher / Class Teacher / other employee within school

Directly responsible for:

Hours of Duty: Up to 30 hours per week

## Summary of Role:

To work under the instructions / guidance of a teacher, to provide specific work/care/support programmes for EYFS/KS1. To enable access to learning for pupils 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 or in a mainstream setting.

## Main Duties &amp; Responsibilities/Accountabilities:

**Support for the Teacher:**

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| 1 | Assisting with display work and create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.               |
| 2 | Assist with the planning and delivery of learning activities and support pupils to achieve learning goals.   |
| 3 | Monitor the response of pupils to learning activities and record achievements/progress as directed.  |
| 4 | Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use.            |
| 5 | Provide detailed and regular feedback to teachers on pupil's achievements, progress, problems etc.   |
| 6 | Promote good pupil behaviour, dealing with incidents in line with school policy and encourage pupils to take responsibility for their own behaviour. |
| 7 | Undertake routine marking of pupil's work.   |
| 8 | Establish constructive relationships with parents/carers/other professionals and partner schools.  |

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| 9  | To be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupil's responses to learning activities through observation of achievement against pre-determined learning objectives. |
| 10 | Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's responses/needs at Alder Brook or Alternative Provision.   |
| 11 | Assist in the implementation of appropriate behaviour management strategies.  |
| 12 | Administer routine tests and invigilate exams, and accurately record achievement and progress.  |

### **Support for the pupils in Alder Brook and mainstream primaries:**

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| 1 | Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities. Promoting independence and employing strategies to recognise and reward achievement. |
| 2 | Supervise and provide particular support for pupils, including those with SEN, ensuring their safety and access to learning activities.  |
| 3 | Assist with the development and implementation of 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 | Set challenging and demanding expectations and promote self-esteem and independence.   |
| 8 | Provide feedback to pupils in relation to progress, achievements and behaviour under guidance of the teacher.  |
| 9 | May be required to work with pupils on role in other settings on site and off site.  |

### **Support for the curriculum:**

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| 1 | Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.                 |
| 2 | Undertake programmes linked to learning strategies e.g. literacy, numeracy etc and feedback to the teacher.                                |
| 3 | Support the use of ICT in learning activities and develop pupil's competence and independence in its use.                                  |
| 4 | Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils in their use. |

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| <b>General Tasks:</b> |  |
| 1                     | 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. |
| 2                     | Contribute to the overall ethos/work/aims of the school.   |
| 3                     | Attend and participate in relevant meetings as required.<br>To assist in meeting the physical care needs of students as required.  |
| 4                     | To provide clerical/admin support e.g. photocopying, typing, filing, administer coursework etc.  |

### **Safeguarding**

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

### **Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.