



## **Job description for the post of: Teaching Assistant 2a (Full Time/Temporary)**

### **The purpose of this job is:**

We are looking for a teaching assistant to provide support for a Reception child to help them to flourish. This is for term time only. Tasks will include supporting a pupil with learning activities within the classroom and our outdoor provision. It will also involve supporting a pupil during lunchtime. We are hoping that the successful candidate will be able to work in our breakfast and after-school club.

### **Core tasks**

**In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts**

#### **Support for Pupils**

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- Following school positive behaviour management strategies
- Contributing to the systems of rewards and consequences

#### **Support for the Teacher**

- To assist in the monitoring/recording of pupil progress, problems and developmental needs.
- To assist in the production of teaching aids.
- To undertake routine classroom administrative tasks including class lists.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes
- To liaise with the school's nominated person in respect of pupil absence.
- To provide clerical and administrative support
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

#### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

- Support the Christian ethos of the school

### **Support for the Curriculum**

- To be familiar with the content of the EYFS curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

**Prepared by:** Mr. J Leeming

**Date:** 30/9/20

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.