

Job Description			
Title TEACHING ASSISTANT - PRIMARY Grade 2 scp 9 -13	School: Ernehale Flying High Academies	Post Ref TA Post FT/PT Profile Learning Support 2a PRI	
Job Purpose To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary. 2. Providing support for students individual needs, including emotional, social and behavioural problems. 3. Providing practical assistance in relation to other identified physical needs. 4. Supervising and supporting pupils ensuring their safety and access to learning and play. 5. Working to establish a supportive relationship with the children and parents/carers and families concerned. 6. Promoting the inclusion and acceptance of all pupils. 7. Encouraging pupils to interact with others and engage in activities led by the teacher. 8. Encouraging pupils to act independently as appropriate. 9. Preparing and clearing classroom as directed for lessons and assist with the display of pupils' work. 10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed. 11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate. 12. Gathering/reporting information from/to parents/carers as directed. 13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies. 14. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money. 15. Supporting pupils in their learning in all areas of the curriculum. 16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher. 17. Supporting pupils and teacher during PE and other practical activities. 18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use. 19. Assisting with the supervision of pupils at break times. 20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required. 21. Responding to first aid needs from pupils and complete appropriate documentation 			
General Responsibilities			
22. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.			

23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
24. Contribute to the overall ethos/work/aims of the school.
25. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
26. Appreciate and support the role of other professionals.
27. Attend relevant meetings as required.
28. Participate in training and other learning activities and performance development as required.
29. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
30. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

	Essential	Desirable
Qualifications	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> • good basic education to GCSE level in literacy and numeracy, or the equivalent • a recognised level 2 TA qualification 	
Experience	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> • Experience of working with children, perhaps as a parent or voluntary worker (e.g. as a Brownie or Cub leader). 	<p>In addition, the Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • Previous Teaching Assistant role
Knowledge and Understanding	<p>The Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • the needs of young children; • child development and the ways in which children learn; • the roles played by various adults in a child's education; • behaviour management strategies; • equal opportunities • safeguarding 	
Skills	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • help professional staff to achieve their objectives; • assist children on an individual basis, in small group and whole class work; • explain tasks simply and clearly and foster independence; • supervise children, and adhere to defined behaviour management policies; • accept and respond to authority and supervision; • work with guidance, but under limited supervision; • liaise and communicate effectively with others; • demonstrate good organisational skills; • reflect on and develop professional practice; • display work effectively, and make and maintain basic teaching resources. 	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • monitor, record and make basic assessments about individual progress • suggest alternative ways of helping children if they are unable to understand; • describe, in simple terms, the process of behaviour management with children; • identify gaps in their own experience that they need help in filling; • demonstrate the ability to learn and adapt from past experience.