Barrowford School

Grade Profile Teaching Assistant – Level 2a (Grade 4)

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| Name: |
| Post Title: Teaching Assistant 2a |
| Grade: Grade 4 |
| Line Manager: |
| **Job Purpose: The main objectives to be achieved by the Postholder** |
| Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable. |
| **Main Activities** |
| **Support for Pupils** |
| * Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils. * To meet the needs of pupils in relation to welfare, hygiene, toileting, dressing, feeding and mobility. * To assist in the development of independent social, learning and emotional skills through modelling of Rounded and Grounded Skills * To develop positive relationships with pupils to promote 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 implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. * To assist in the supervision of set tasks for individual/small groups of pupils. * To accompany pupils on visits. * To administer basic first aid where appropriately trained. * To assist in the medical/care needs of pupils when specific training has been undertaken. |
| **Support for the Teacher** |
| * To monitor and record pupil progress and developmental needs. * To produce relevant classroom resources. * To keep the classroom tidy. * To undertake classroom administrative tasks including the maintenance of records. * To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy conditionand reporting damages. * To assist in monitoring, displaying and the removal of learning displays. * To assist in pupil supervision and assist in the management of pupil behaviour. * To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable. * To provide information to the class teacher to assist in the planning of work programmes. * To liaise with the school's nominated person to safeguarding. * To assist with the arrangements for out of school learning activities**.** * To provide clerical, photocopying and administrative support including the collection and recording of money. * Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work. |
| **Support for the School** |
| * To assist in providing a positive atmosphere in which effective learning can take place. * To support the promotion of positive relationships with parents, colleagues, carers 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. * To assist with the supervision of pupils out of lesson times, including lunchtimes and before and after school. |
| **Support for the Curriculum** |
| * Ensure the availability of appropriate learning aids, materials and equipment. * To assist the delivery of educational and developmental learning programmes. * 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.** |