

## TA2B Job Description

### Name of School

**Gillibrand Primary School**

### School vision

We Nurture Children's Dreams

Gillibrand children aspire to leave a legacy in the world and make a difference to others. They push the boundaries of what is possible to be the best they can be. They are encouraged to explore their passions and interests. They embrace opportunities to follow their dreams with confidence and self belief. They are courageous and persevere to fulfil their potential.

### Employment details

Job title:	TA2B
Reports to (job title):	Headteacher
Grade:	5

### Scope of role

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.

### Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- 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 development of varying skills that support pupils' learning.
- To assist in the specific 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 undertake classroom administrative tasks including the maintenance of records.
- 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 in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical 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 an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, 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.

### **Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

## Person Specification

### Post Title - Teaching Assistant - Level 2(b)

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<p><b>Qualifications</b></p> <p>NVQ level 2 or above qualification –appropriate to the post (or equivalent)</p> <p>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</p>	<p>D</p> <p>D</p>	<p>A</p> <p>A</p>
<p><b>Experience</b></p> <p>Experience of working with or caring for children of relevant age</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting pupils with challenging behaviour</p>	<p>E</p> <p>D</p> <p>D</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to supervise and assist pupils</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid/Paediatric First Aid Certificate</p> <p>Administrative skills</p> <p>Knowledge of Early Years Foundation Stage</p> <p>Good numeracy and literacy skills</p> <p>Ability to make effective use of ICT</p> <p>Flexible attitude to work</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I</p>

<p><b>Other</b></p> <p>Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people  Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E E E</p>	<p>A A, I R</p>
<p><b>Note: We will always consider your references before confirming a job offer in writing</b></p>		