**Carr Head Primary School**

**Role Profile – Operational Context Form**

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| **Post title:** **Teaching Assistant 2(b)** |
| **Grade:**  | Grade 5 | **Staff** **responsibility:** | No | **Essential Car user:** | No |
| **Scope of role:**Under the general supervision and direction of the SENDco, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the SENDco and class teachers. Establish supportive and constructive relationships with pupils, parents and carers. To provide short term cover for 1:1 support when the assigned T.A. is unavailable.  |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post** **Accountabilities/Responsibilities – appropriate for this post:****Support for Pupils** * Under the general supervision and direction of the SENDco to implement structured learning activities for individuals and groups of pupils.
* To undertake activities 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 and across the primary phases.
* 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 SENDco / 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 1:1 support when the assigned T.A. is unexpectedly unavailable.
* To provide information to the SENDco / 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.
* To provide clerical and administrative support.
* Administer routine tests and undertake routine marking of pupils’ work
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| **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
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| **Prepared by:** | S.Nicholson | **Date:** | 11/02/2025 |

# 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.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Person Specification**

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

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|  **Requirements** | **Essential (E) or****Desirable (D)** | **To be identified by:** **Application form (A), interview (I), reference (R)**  |
| **Qualifications**  NVQ level 2 or above qualification –appropriate to the post (or equivalent) Grade 4 or equivalent qualification in English and Mathematics  |  EE  |   A A    |
| **Experience**  Experience of working with or caring for children of primary age and of working in a relevant classroom environment Experience of working with children with a range of SEND needsExperience of Administrative work Experience of supporting pupils with challenging behaviour   | E  E D  E  |    A, I  A, I A,I  A, I   |
| **Knowledge/skills/abilities**  Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard  |  E  | A, I |
| Ability to relate well to children  | E  | A, I |
| Ability to work as part of a team  | E  | A, I |
| Good communication skills  | E  | A, I |
| Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid/Paediatric First Aid Certificate Administrative skills Knowledge of all primary phases Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work   | E D D D E D D D E D E  | A, IA, IA, IA, IA, IAA, IA, IAA, IA, I |
| **Other**  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 |   E E  E  |    A  A, I   R  |
| **Note: We will always consider your references before confirming a job offer in writing** |

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| **Date created:** 11/02/2025 |