

Job Description – Teaching Assistant 2b

Job description for the post of: Learning Support Assistant 2			
Directorate: Children and Young People		Location:	Nelson
Establishment or team:		Marsden Community Primary School	
Grade:	5	Line manager:	Headteacher
<p>The purpose of this job is:</p> <p>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.</p>			
<p>Core tasks</p> <p>In addition to the above duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts-</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> • 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. <p>Support for the Teacher</p> <ul style="list-style-type: none"> • 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

Note:

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. The content of this post will be reviewed in consultation with the post holder when necessary.

Prepared by:

Julie Charlesworth (Head of Marsden)

Date:

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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 co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.