

Teaching Assistant 2B

Grade 5

32.5 hours a week

Main Purpose of the Role

The main purpose of the Teaching Assistant 2B role at Elm Tree Community Primary School, is to provide dedicated support to teachers and pupils in order to facilitate effective teaching and learning. As a key member of the school community, the Teaching Assistant 2B will work collaboratively with the teaching staff to ensure the individual needs of all pupils are met, contributing to their academic, social, and emotional development.

Key Responsibilities and Duties

Pupil Support

* Monitor and record pupil progress and developmental needs
* Implement structured learning activities for individuals and groups of pupils under the direction of the teacher
* Undertake activities to monitor the personal, social, and emotional needs of pupils
* Develop positive relationships with pupils to promote their progress and attainment
* Assist in the devising, monitoring, and review of pupils' individual targets
* Support pupils as part of a planned inclusion programme
* Implement specific programmes with individual pupils or groups appropriate to their developmental needs across different curriculum areas
* Assist in the development of varying skills that support pupils' learning

Classroom Support

* Produce relevant classroom resources
* Undertake classroom administrative tasks, including the maintenance of records
* Assist in pupil supervision and the management of pupil behaviour
* Provide short-term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable
* Provide information to the class teacher to assist in the planning of work programmes
* Liaise with the school's nominated person in respect of pupil absence
* Assist with the arrangements for out-of-school learning activities, including the administration of work experience
* Provide clerical and administrative support, including the collection and recording of money

Medical and Care Support

* Assist in the specific medical/care needs of pupils when specific training has been undertaken, which may include complex medical needs in a special school setting

Skills and Competencies

* Strong interpersonal and communication skills to build positive relationships with pupils, teachers, and other school staff
* Ability to work collaboratively as part of a team to support the delivery of effective teaching and learning
* Excellent organisational and administrative skills to maintain accurate records and support classroom activities
* Patience, empathy, and a genuine interest in supporting the academic, social, and emotional development of pupils with special educational needs
* Adaptability and flexibility to respond to the changing needs of pupils and the school community
* Basic knowledge of child development and the ability to tailor support to individual pupil needs
* Commitment to continuous professional development and a willingness to undertake relevant training

Professional Development

Elm Tree Community Primary School is committed to the ongoing professional development of all staff. The Teaching Assistant 2B role provides opportunities for growth and career progression, including:

* Access to relevant training and workshops to enhance skills and knowledge
* Participation in the school's appraisal process to identify areas for development
* Potential to progress to higher-level teaching assistant roles or other positions within the school

Safeguarding

The Teaching Assistant 2B role is subject to the school's safeguarding policies and procedures. The post-holder will be responsible for:

* Promoting the safety and well-being of all pupils
* Reporting any safeguarding concerns to the designated safeguarding lead
* Participating in relevant safeguarding training
* Maintaining an awareness of current safeguarding legislation and best practises
* Ensuring all activities and interactions with pupils adhere to the school's child protection guidelines

Hours

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| --- | --- | --- | --- | --- | --- |
| **Day** | **Start Time** | **Lunch** | **Finish Time** | **Working hours** | **Information** |
| Monday | 8:45 | 30 Min | 4:00 | 6h 45m | Support staff must use the extra hour on these three days to complete displays, plan with teachers, attend meeting or training. |
| Tuesday | 8:45 | 30 Min | 4:00 | 6h 45m |
| Wednesday | 8:45 | 30 Min | 4:00 | 6h 45m |
| Thursday | 8:45 | 30 Min | 3:25 | 6h  |  |
| Friday | 8:45 | 30 Min | 3:20 | 6h 05m |  |
|  | **32.5H** |  |

The Teaching Assistant 2B plays a crucial role in supporting the school's commitment to providing a safe, nurturing, and inclusive environment for all pupils. Your duties will initially be set out in your role profile, but the Headteacher/Manager reserves the right to update your role profile from time to time to reflect changes in or to the job.