**Lancashire County Council**

**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 teacher, to plan and implement learning activities for individuals and groups. To assess and 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. | | | | | |
| **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**  \_ To deliver high quality Pedagogical practice at all times   * Under the direction of the teacher, plan and implement structured learning activities for individuals and groups of pupils through the continuous learning environment as well as through explicit teaching opportunities. * To provide a nurturing environment that promotes personal, social and emotional development as well as undertaking activities to monitor the personal social and emotional needs of pupils. * To promote pupil progress and attainment through observing, recording and documentation of summative observations. * To plan and deliver high quality story and rhyme time activities * To assist in the devising of pupil's individual targets (ie TLP) and their monitoring and review. * Support pupils as part of a planned inclusion programme * To implement specific programmes/ interventions with individual pupils or groups appropriate to the developmental needs of individual children. * To support bi-lingual / multi-lingual learners through the planning, delivery and assessment of early language interventions . * To assist in the specific medical/care needs of pupils when specific training has been undertaken.   **Support for the Teacher**   * To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable. * To monitor and record pupil progress and developmental needs in liaison with the classteacher. * To produce relevant classroom learning resources and have responsibility for the organisation and development specific areas of continuous provision indoors and out under the guidance of the classteacher. * 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 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 build effective relationships with families, fostering positive home school communication & engagement | | | | | |

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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. * To demonstrate commitment to and promote the high standards of the school at all times * To understand and follow policies, procedures and practices consistently and effectively. * To be committed to your own personal development through a reflective and positive attitude to learning * To ensure high standards of hygiene and cleanliness are maintained at all times * To promote the welfare of all children and maintain a good understanding of the school’s safeguarding and child protection policies and procedures * To undertake paediatric first aid training     **Support for the Curriculum**   * Have a thorough understanding of the Early Years Foundation Stage and Characteristics of Effective Learning to actively deliver a high quality curriculum * To effectively support the use of ICT in learning activities |

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| **Prepared by:** | Schools HR Team | **Date:** | 13/02/2023 |

# 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 3 or above qualification –appropriate to the post (or equivalent)  Level 2 or equivalent qualification in  English/Literacy and Mathematics/Numeracy | E  E | A    A |
| **Experience**    Experience of working with nursery aged children in an early years environment  Experience of the EYFS for children from 2-5 years  Experience of supporting vulnerable children and their associated needs and behaviours | E    E    D | A, I    A, I      A, I |
| **Knowledge/skills/abilities**    Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard | E | A, I |
| Ability to nurture, relate and engage positively with children  Ability to effectively deliver short group learning activities | E  D | A, I  A,I |
| Ability to work as part of a collaborative team | E | A, I |
| Good and effective communication skills | E | A, I |
| Ability to supervise and assist children  Ability to relate will with parents and carers  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Paediatric First Aid Certificate  Administrative skills  Knowledge of Early Years Foundation Stage and the planning and assessment of learning.  Good numeracy and literacy skills  Ability to make effective use of ICT  Flexible attitude to work | E  E  D  D  D  E  D  D  E  E  D  E | A, I  A, I  A, I  A, I  A, I  A, I  A  A, I  A, I  A  A, I  A, 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:** 13/02/2023 |