

Lancashire County Council Combined Role Profile

Grade Profile – Teaching Assistant - Level 2a (Grade 4)

POST TITLE:	Teaching Assistant 2(a)
GRADE:	Grade 4
LOCATION:	Primet Primary School, Tatton Street, Colne.
RESPONSIBLE TO:	Head teacher
STAFF RESPONSIBLE FOR:	Supporting pupils in class and with interventions.
JOB PURPOSE: The main objectives to be achieved by the Postholder	
Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>This Grade is not applicable to Teaching Assistants employed in Special Schools.</p> <p>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.</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> - Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks. - To undertake activities to assist in monitoring the personal social and emotional needs of pupils. - To develop positive relationships with pupils to assist 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 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. - Provide care and support inside and outside the classroom for one or more individual pupils during the school day: <ul style="list-style-type: none"> - form a close, caring and purposeful relationship with target pupil. - where appropriate, offer support to other pupils in the same class as the target pupil. - monitor pupils' responses to learning and accurately record achievement and progress as directed - Withdraw identified pupil from some classes and work with them on either a one-to-one basis or in a small groups to support their learning and to develop literacy, numeracy and social skills - Assist with the pupils' personal, behavioural and social development through appropriate guidance. 	

Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine 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 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.
- Be aware of and support difference, and ensure all SEN pupils have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers SENDCO to support the achievement and progress of pupils.
- To carry out duties as directed by the Head Teacher or DHT.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To lead with intervention to close the learning gaps with targeted individuals
- To support the use of ICT in learning activities

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

{Please note: This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by their Headteacher or Line Manager.}

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.

Person Specification Form

Post Title - Teaching Assistant - Level 2(a)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent) Pass in English and Maths GCSE or equivalent	D E	Application
Experience Experience of working with or caring for children of relevant age Experience in EYFS Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	E D D D D	Application/Interview/Reference
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Ability to assist children so that they make good progress with learning Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E E E E D E D D D E D E	Application/Interview/Reference
Other Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people	E E	Application/Interview/Reference

Special Requirements		
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