

Role Profile – Operational Context Form

Post title: Teaching Assistant 2(a)					
Grade:	Grade 4	Staff responsibility:	Yes/No	Essential Car user:	Yes/No
<p>Scope of role: 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, parents and carers. The role would be to ensure pupils are engaged in their learning, supporting their learning and development through playful practice and to report pupil progress to the class teachers.</p>					
<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>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> – With support from the teacher, deliver high quality pedagogical practice at all times. – Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils through the continuous learning environment, as well as through explicit teaching opportunities. – To adopt a nurturing approach that promotes the personal social and emotional needs of pupils. – To develop positive relationships with pupils by observing pupils progress and attainment and reporting this to the class teacher. – 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 support bi-lingual/multi-lingual learners through the delivery of early language interventions. – 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 assist in the monitoring/recording of pupil progress and developmental needs. – To assist in the production of learning resources for areas of the continuous provision, both indoors and outdoors, under the guidance of the class teacher. – 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 build good relationships with families, fostering positive home-school communication and engagement. 					

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 consistently and effectively.
- 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 be committed to own personal development through a reflective and positive attitude to learning.
- To ensure high standards of hygiene and cleanliness 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

- To have a sound knowledge of the Early Years Foundation Stage and Characteristics of Effective Learning
- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Prepared by:	Schools HR Team	Date:	13/02/2023
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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 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(a)

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)	E	A
Level 2 or equivalent qualification in English/Literacy and Maths/Numeracy	E	A
Experience		
Experience of working with nursery age children	E	A, I
Experience of the EYFS for children from 2-5 years	E	A, I
Experience of supporting pupils with vulnerable children (e.g. SEND) and their associated needs/behaviours	D	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 nurture, relate and engage positively with children	E	A, I
Ability to work as part of a collaborative team	E	A, I
Good communication skills	E	A, I
Ability to supervise and assist pupils	E	A, I
Ability to communicate effectively with parents and carers	E	A, I
Time management skills		
Organisational skills	D	A, I
Knowledge of classroom roles and responsibilities	D	A, I
Knowledge of the concept of confidentiality	E	A, I
First Aid/Paediatric First Aid Certificate	D	A
Administrative skills	D	A, I
Knowledge of Early Years Foundation Stage	E	A, I
Good numeracy and literacy skills	E	A
Ability to make effective use of ICT	D	A, I
Flexible attitude to work	E	A, I
	E	A, I
Other		
Commitment to undertake in –service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	R
Note: We will always consider your references before confirming a job offer in writing		

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