

Role Profile - Operational Context Form

Post title: Teaching Assistant 2(b)					
Directorate: CYP			Location:	Schools	
Establishment or team:		Bacup St. Saviour's Community Primary School		Post number:	
Grade:	Grade 5	Staff responsibility:	No	Essential Car user:	No

JOB PURPOSE: The main objectives to be achieved by the Postholder

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.

MAIN ACTIVITIES

- What the postholder will actually do
- What prescribed duties the postholder will have

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

Support for the Teacher and Pupils

- To:
- monitor and record pupil progress and developmental needs;
 - produce relevant classroom resources;
 - undertake classroom administrative tasks including the maintenance of records;
 - assist in pupil supervision and assist in 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;
 - 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;
- support the promotion of positive relationships with parents, carers and outside agencies;
- work within school policies and procedures;
- attend staff training as appropriate;
- take care for their own and other people's health and safety;
- 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:	In addition, other duties at no higher a responsibility level may be interchanged with / added to this list at any time.
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

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

This school is committed to safeguarding and protecting and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.