

Lancashire County Council Combined Role Profile

Grade Profile – Teaching Assistant

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| POST TITLE: | Teaching Assistant |
| GRADE: | Grade 4 to Grade 5 depending on experience |
| CAR USER: | N/A |
| LOCATION: | Burscough Village Primary School |
| RESPONSIBLE TO: | Headteacher |
| STAFF RESPONSIBLE FOR: | N/A |
| JOB PURPOSE: | The main objectives to be achieved by the Postholder |
| | <p>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.</p> |
| MAIN ACTIVITIES | <p>What the Postholder will actually do What prescribed duties the postholder will have</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> <ul style="list-style-type: none"> • Support for Pupils <ul style="list-style-type: none"> – Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils. – To undertake activities in order to monitor the personal social and emotional needs of pupils. – To develop positive relationships with pupils to promote 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 implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. – 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. |

- **Support for the Teacher**

- To monitor and record pupil progress and developmental needs.
 - To produce relevant classroom resources.
 - 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 short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
 - 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**

- Responsibility of opening and closing 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.

- **Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities
- To undertake photocopying and routine clerical duties, register taking and recording
- To report child absence using the Club's procedures
- To communicate effectively with parents on a regular basis and report any information from parents as required
- To take care for their own and other people's health and safety
- To ensure confidentiality is maintained where appropriate
- To follow the safeguarding policies and procedures at all times

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| 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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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 Form

Post Title - Teaching Assistant and Kids Club Assistant

| 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) |
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| <p>Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent) Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy / GCSE level or equivalent</p> | <p>D</p> <p>E</p> | <p>Application form</p> <p>Application form</p> |
| <p>Experience Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour</p> | <p>D</p> <p>D</p> <p>D</p> <p>D</p> | <p>Application form</p> <p>Application form</p> <p>Application form</p> |
| <p>Knowledge/skills/abilities</p> <p>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 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</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> | <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form/interview</p> <p>Interview/reference</p> <p>Application form</p> <p>Interview/reference</p> <p>Interview</p> <p>Interview</p> <p>Application form</p> <p>Application form</p> <p>Interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Interview</p> |
| <p>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</p> | <p>E</p> <p>E</p> <p>E</p> | <p>Interview</p> <p>Interview</p> <p>Reference</p> |
| <p>Special Requirements</p> | | |