

Job Description

Job Title: Teaching Assistant Level Two	Division: Support Staff	Grade: HMF4 Section: Sutton Primary Academy
Responsible to: Headteacher Responsible for: No staff responsibilities		
Main Purpose of Job: To support, under the direction of the Headteacher and other designated teachers in the education, care and welfare of children.		
Main Duties and Responsibilities: <ul style="list-style-type: none"> • To assist with the preparation of materials and delivery of the curriculum • To assist with group activities within and away from the classroom • To assist with the assessment of children's progress • To assist with meeting medical, personal, social and behavioural needs 		
<u>Job Activities:</u> <i>Post holders will carry out the duties of a Teaching Assistant (Level One) and a majority of the following:</i> <ul style="list-style-type: none"> • Support the ethos of the school and follow school routines and procedures • Undertake a programme of Induction and attend in-service training within and outside school as directed by the Headteacher • Be aware of, and maintain, confidential issues as required <u>Under the direction of the teacher and/or line manager to:</u> <ul style="list-style-type: none"> • Assist in the planning and delivery of designated areas of the curriculum • Support pupils in accessing and understanding lesson objectives • Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT • Support the implementation of the school's behaviour policy • Assist with group activities within and away from the classroom • Promote the self-esteem, progress and independent learning of children • Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate • Support the teacher in the assessment, recording, and reporting of pupils' progress • Participate in the planning, delivery and evaluation of individual education plans with the teacher and SEN Co-ordinator • Provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of pupils <ul style="list-style-type: none"> • Contribute to reviews of children's progress as required 		

- Facilitate the inclusion of children with special educational needs and their access to the curriculum.
- Support, as directed, links between home and school
- Liaise, as directed, with other professionals to support children's needs
- Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time.
- Participate in general school activities including assembly, break and lunchtime activities, sports day, school visits etc. as required.
- Be aware of, promote children's general welfare, and follow the school's health and safety procedures.
- Assist with the preparation and mounting of display materials
- Carry out other duties as directed by the Headteacher
- To undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Undergo review of duties and responsibilities according to the school's schedule.

This Job Description covers the main duties and responsibilities of the job. The Job Holder may from time to time undertake other activities commensurate with this Job Description.

Date Job Description reviewed:	Summer 2014
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Job Holder Name:	Headteacher Name:
Job Holder Signature:	Headteacher Signature:
Date:	Date:

Person Specification

Job Information:		
<i>All information to be as shown on organisation chart.</i>		
Job Title: Teaching Assistant Level Two	Division: Non Teaching – Support Staff Sutton Primary Academy	Grade: Level 4
	Essential	Method of Assessment*
Experience	Experience of working as a Level 1 Teaching Assistant in a mainstream school (or equivalent)	AF, I
Skills and Abilities	<p>Good team worker.</p> <p>The ability and willingness to work flexibly within the school.</p> <p>A calm but authoritative manner with pupils.</p> <p>The ability to relate well to pupils, parents and staff.</p> <p>The ability to develop high quality learning resources, under the direction of the teacher.</p> <p>The ability to accurately record and report on pupils' progress.</p> <p>The ability to follow and apply the teacher's instructions and clearly explain these to pupils.</p>	AF, I
Qualifications and Training	<p>Certificate in Learning Support (or an equivalent qualification).</p> <p>Willingness to undertake further training, as appropriate.</p>	AF, I
Other Factors	<p>Commitment to working with young people.</p> <p>Willingness to work in support of the inclusive ethos of the school.</p> <p>Willingness and ability to attend Education Days (as appropriate) for which you will receive pay.</p> <p>Police clearance.</p>	I CRB Police Check
Date Person Specification reviewed:	Summer 2014	

Job Holder Name:	Headteacher Name:
Job Holder Signature:	Headteacher Signature:
Date:	Date: