



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

JOB DESCRIPTION

Job Title: Teaching Assistant – Level 2

School/Service: Stretham Community Primary School

Reports to: Class Teacher / Team Leader

Grade: Level 2

Location: Reception / Key Stage 1 / Key Stage 2

Hours: 25.25 hours a week

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and/or small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing APDRs for children with special educational needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

Stretham Community Primary School fully recognises the responsibility it has under the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators that may suggest the child's physical or emotional well-being is at risk. Staff are expected to pass their concern to one of the 3 child protection officers in school by means of completion of a Logging Concern form on MyConcern.

Child Protection Officers:

Head Teacher (also PREVENT lead)
Deputy Head
KS2 Lead