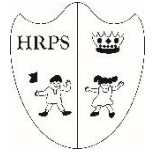




Houghton Regis Primary School

"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".



JOB DESCRIPTION

TITLE: Teaching Assistant – Level 2

RESPONSIBLE TO: Classroom Teacher/Senior Leadership Team

JOB PURPOSE: Under the guidance of teaching staff, to undertake educational activities which assist with the teaching and support of skills and pupil learning, working with individuals and groups of pupils.

MAIN RESPONSIBILITIES:

Support for Pupils

1. Under the guidance of the class teacher to use a range of supporting techniques to aid learning tasks and access the curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
2. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. To carry out midday supervisory duties.
5. Under agreed school procedures to give first aid/medicine where necessary.
6. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Class Teacher.

Support for Teachers

1. Under the guidance of the class teacher to deliver interventions to individuals and groups of pupils and feed progress back to the Class Teacher.
2. To support the Class Teacher in devising and extending appropriate educational activities to match the National Curriculum. This may include contributing to the development of IEPs and Personal and Pastoral Support Plans.
3. To support and work with the teacher to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.

4. To help assess and systematically record pupils' progress using the results of this monitoring to inform further support work and to give oral and written feedback on attainment and progress to both pupils and the teacher.
5. To support expectations of pupil behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.
6. To efficiently use appropriate classroom teaching materials and equipment, including the use of audio/visual and ICT equipment.

Support for the Curriculum

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning.
2. To support the teaching of English, Maths or other specific curriculum areas as required.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff as necessary.
3. To participate in performance management arrangements and undertake training and development activities.
4. To support teachers with reporting progress to parents and carers and with outside agencies, offering support and advice as required.
5. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.