Job Description: Fallings Park Primary School

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>Teaching Assistant Level 2</th>
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<tbody>
<tr>
<td>Scale</td>
<td>Grade 3 point 4 to 6</td>
</tr>
<tr>
<td>Hours</td>
<td>Term time Monday to Friday</td>
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<tr>
<td></td>
<td>Start time: 8:00am</td>
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<tr>
<td></td>
<td>Finish time: 3:30pm</td>
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<tr>
<td></td>
<td>(32.5 hours)</td>
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<td>Grade 3 Point 4</td>
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Core Outline of Duties and Responsibilities:

Working under guidance/supervision:
- Deliver medium and short term planning
- Deliver and support learning activities
- Assessment record keeping and evaluation
- Support welfare/personal care needs assisting in social health and hygiene development
- Implement behaviour strategies
- Maintain a partnership with parents/carers and other agencies
- SEN/subject/other support for areas of learning

To work under the instruction of teaching/senior staff to support access to learning and provide general support to the teacher in the management of pupils and the classroom.

Support for Pupils:
- Attend to the personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Deliver intervention and accelerate pupil progress in school
- Support pupils to understand instructions
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

Support for teacher:
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping and observations as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, filing, word processing, collecting money etc
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the school:
- Be aware of and comply with policies and procedures relating to child protection, health/safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits and out of school activities as required
- Carry out any other duties set out by senior leadership team

Name ____________________________________________________________

Date ________________

Signed _____________________________________________

Signed Head Teacher _____________________________________________
## PERSON SPECIFICATION – Teaching Assistant Level 2

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>HOW IDENTIFIED</th>
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<tbody>
<tr>
<td>1 QUALIFICATIONS</td>
<td>NVQ Level 2 Teaching and Learning Support or equivalent qualifications&lt;br&gt;English and Maths GCSE A to C or equivalent</td>
<td>NVQ Level 3 Optional pathways in Educational Welfare or equivalent qualification</td>
<td>Application Form Interview</td>
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<tr>
<td>2 EXPERIENCE</td>
<td>Previous successful experience of working with young people on an individual/small group basis in supporting their achievement in a primary setting.</td>
<td>Detailed knowledge of issues of effective teaching and learning&lt;br&gt;Experience of working within primary school, including SEN children, in a supporting school role&lt;br&gt;Experience of working with families and carers of children who have identified needs</td>
<td>Application Form References Interview</td>
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<td>3 SKILLS</td>
<td>Effective communication skills&lt;br&gt;Ability to work in a team and with a wider audience.&lt;br&gt;Ability to motivate pupils/help to raise self esteem.&lt;br&gt;Ability to keep careful records of work.&lt;br&gt;To work within identified systems and procedures&lt;br&gt;Competence in ICT skills</td>
<td>Ability to establish and maintain effective working partnerships with parents and other agencies&lt;br&gt;Clean Driving Licence and use of own car</td>
<td>Application Form References Interview</td>
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<td>4 PERSONAL QUALITIES</td>
<td>Enthusiasm, energy, imagination resilience, a collaborative working style, a sense of humour and a hard working and dedicated nature</td>
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<td>References Interview</td>
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