

CATSHILL FIRST SCHOOL AND NURSERY

Job Description Teaching Assistant Grade 2

Job Purpose

To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

To provide 1:1 support for identified pupils as required

Roles and Responsibilities

Support for Pupils (either individually or in groups)

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters in line with school guidance.
- Have a knowledge/understanding and experience with ASD and ADHD.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- 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.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

Support for Teachers

- Work with the teacher to establish an appropriate learning environment both inside and outside.
- Support the maintenance of pupils' safety and security.
- Be aware of pupil progress/achievements and report to the teacher as agreed.
- Assist in preparing and maintaining an enabling learning environment.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Undertake pupil assessment and record keeping including marking of children's work in line with policy and accurately record achievement/progress as required.
- Gather/report information from/to parents/carers as directed.
- Undertake Provide general administrative support and contribute to producing high quality resources.

Support for the Curriculum

- Support learning activities as directed by the class teacher.
- Adjust activities according to the responses/ needs of the child.
- Support local and national learning strategies and make effective use of these to support the development of relevant skills as directed by the teacher.
- Support pupils in using ICT as directed.
- Help children to access learning activities through specialist support.
- 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 safeguarding, health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person.
- Support the development and effectiveness of team work within the school environment.
- Contribute to the overall ethos/work/aims of the school and uphold its standards at all times.
- Develop and maintain working relationships with other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Any other duties as commensurate within the grade in order to ensure the smooth running of the school