**Lancashire county Council**

**Combined Role Profile**

**Grade Profile – Teaching Assistant – Level 2a (Grade 4)**

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| **POST TITLE:** | Teaching Assistant 2(a) |
| **GRADE:** | Grade 4 Point 4-6 |
| **CAR USER:** |  |
| **LOCATION:** | Singleton C of E Primary School |
| **RESPONSIBLE TO:** | Headteacher |
| **STAFF RESPONSIBLE FOR:** | - |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** | |
| Under the teachers clear guidance, in respect of their work with individual or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher. | |
| **MAIN ACTIVITIES** | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post** Support for Pupils  * To undertake activities to assist in monitoring the personal social and emotional needs of pupils. * To develop positive relationships with pupils to assist pupil progress and attainment. * To assist in the devising of pupil's individual targets and their monitoring and review. * Support pupils as part of a planned inclusion programme * To assist in the development of varying skills that support pupils' learning. * To assist in the specific **medical/care** needs of pupils when specific training has been undertaken. * To assist in the monitoring/recording of pupil progress and developmental needs. * To assist / support with the teaching of literacy and numeracy under the direction of the teacher * To assist in the production of learning resources. * To undertake routine classroom administrative tasks including for example the maintenance of records. * To assist with assessment * To assist with pupil supervision and assist in the management of pupil behaviour. * To provide information to the class teacher about progress in learning to assist in the planning of lessons. * To assist the class teacher with the marking of pupil work in line with the marking policy * To organise and maintain systems for home readers * To assist the delivery of lesson plans * To support the use of ICT in learning activities   **Support for the Teacher**   * To assist in the monitoring/recording of pupil progress and developmental needs. * To assist in the production of learning resources. * To undertake routine classroom administrative tasks including the maintenance of records. * To assist in pupil supervision and assist in the management of pupil behaviour. * To provide information to the class teacher to assist in the planning of work programmes. * To liaise with the school's nominated person in respect of pupil absence. * To assist with the arrangements for out of school learning activities including the administration of work experience**.** * To provide clerical and administrative support including the collection and recording of money. * Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work   **Support for the School**   * To assist in providing an atmosphere in which effective learning can take place. * To support the promotion of positive relationships with parents, carers and outside agencies. * To work within school policies and procedures. * To attend staff training as appropriate. * To take care for their own and other people's health and safety. * To be aware of the confidential nature of issues related to home/pupil/teacher/school work.   **Support for the Curriculum**   * To assist the delivery of educational and developmental work programmes. * To support the use of ICT in learning activities * To support with the delivery of intervention programmes * To support with the delivery of art and craft activities   **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** | |

**Equal opportunities**

We are committed to achieving equal opportunites in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand the promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

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

**Person Specification Form**

**Post Title - Teaching Assistant - Level 2(a)**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
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| NVQ level 2 or above qualification –appropriate to the post (or equivalent)  GCSE English and Maths Grade C or above  Paediatric First Aid Qualification | E  E  E |  |
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| **Experience** |  |  |
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| Experience of working with or caring for children of relevant age  Experience of working in a relevant classroom/service environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour  Experience of working with a child with medical needs | E  E  D  D  D |  |
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| **Knowledge/skills/abilities** |  |  |
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| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard | E |  |
| Ability to relate well to children | E |  |
| Ability to work as part of a team | E |  |
| Good communication skills | E |  |
| Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  First Aid Certificate  Administrative skills  Knowledge of Early Years Foundation Stage  Good numeracy and literacy skills  Ability to make effective use of ICT  Flexible attitude to work | E  D  D  D  E  D  D  D  E  D  E |  |
| **Other** |  |  |
|  |  |  |
| Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E |  |
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