

Job Description Teaching Assistant Level 2 (with option of Occasional HLTA Hours)

Start Date:	ASAP
Responsible to:	Deputy Headteacher
Location:	Lilliput CE Infant School
Grade:	TA Grade D, SCP 5 - 6 (£13.26 - £13.47 per hour) (HLTA Grade F, SCP 12 - 17 (£14.82 - £16.08 per hour))
Hours of work:	24 Hours, Monday – Friday, 38 weeks per year
Contract Type:	Permanent
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Overall Purpose

To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of an individual pupil or group of pupils and the classroom. You will be required to supervise children for half an hour during the lunch hour as part of the lunchtime team.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

Duties and responsibilities

- 1 Supervise and support pupils, ensuring their safety and access to learning.
- 2 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- 3 Promote the inclusion and acceptance of all pupils.
- 4 Promote and reinforce the self-esteem of pupils.
- 5 Encourage pupils to interact with others and engage in activities led by the teacher.
- 6 Encourage pupils to act independently as appropriate.
- 7 Provide support to pupils and teaching colleagues within their specialist area/phase for pupils' learning.
- 8 Working with teaching staff in the planning of work programmes for individuals and groups of pupils.
- 9 Prepare the classroom for lessons using a range of strategies to provide a purposeful learning environment. Clear afterwards and assist with the display of pupils' work.
- 10 Be aware of pupil needs / progress / achievements and report to the teacher as agreed.
- 11 Undertake pupil record-keeping as requested.
- 12 Support the teacher in managing pupil behaviour, managing and reporting difficulties as appropriate.
- 13 Gather / report information from / to parents / carers as directed.
- 14 Provide clerical / administrative support e.g. photocopying, typing, filing, collecting money etc.
- 15 Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.

- 16 Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 17 Support the school's fire and emergency procedures by being familiar with the instructions for staff and pupils, located in all of the teaching areas, and take appropriate action should the need arise.
- 18 Appreciate and support the role of other professionals.
- 19 Attend relevant meetings as required.
- 20 Participate in training and other learning activities and performance development as required.
- 21 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 22 Occasionally there may be a requirement to physically lift pupils for safety or care needs.
- 23 Where necessary attend to a pupil with soiled clothing.
- 24 Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- 25 To support with admin in the office as required.
- 26 Understanding the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme.
- 27 Delivery of work programmes for individuals and groups of pupils, including without the supervision of the class teacher as appropriate.
- 28 Deliver the provision of Planning, Preparation and Assessment (PPA) time for teaching staff.
- 29 Where HLTAs are deployed to take classes when the teacher is not present they will engage in planning the lesson in accordance with the teacher-designed scheme of work and are likely to assess and record pupil progress.

Supervisory / Managerial Responsibility

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Communication / Contacts

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious but where the outcome may not be straightforward.
- The Inclusion Leader will arrange meetings, if needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Inclusion Leader will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school. This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher