

## **Job Description**

<b>Post:</b>	<b>Teaching Assistant Level 2</b>
<b>School:</b>	<b>Silver Springs Primary Academy</b>
<b>Reporting to:</b>	<b>Phase Leader</b>
<b>Band:</b>	<b>Band 4, SCP 4 – 7 Term Time Only</b>
<b>Actual Salary:</b>	<b>£16,582</b>

### **PURPOSE OF POST:**

- To work under the guidance of the class teachers, SENDCos & phase leader, to prepare resources for learning and support children's learning.
- To deliver interventions including Reading and Phonics to small groups and individuals.
- To assess and track the progress of children receiving interventions.
- To supervise, within a school cover supervision policy, whole classes for short periods occasionally e.g. story time, assembly.
- To maintain high standards of cleanliness, hygiene and organisation of resources within the classroom environment.
- To ensure the pastoral needs of children are met.

### **MAIN RESPONSIBILITIES:**

#### **Supporting Children**

- Use skills, training and experience to support children's learning in the Classrooms
- Support children's personal, medical and hygiene needs
- Assist with the development and implementation of targeted support and curriculum plans
- Plan and deliver interventions to individuals and groups
- Assess children's understanding and track progress, making good use of data to demonstrate progress
- Establish positive working relationships with children, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all children
- Support children consistently whilst recognising and responding to their individual needs
- Encourage children to interact and work co-operatively with others and engage all children in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide positive reinforcement to children for achievement and progress no matter how small the steps
- Implement the school's trauma-informed approach to dealing with behaviour
- Provide first aid as required on a rota basis

- **Supporting Colleagues**

- Work with the teachers and other staff to establish a clean and orderly learning environment
- Work with the teachers and other staff in lesson planning, evaluating and adjusting lessons/work plans and general administration as required
- Maintain high standards of cleanliness and organisation of resources
- Monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to teachers and the phase leader on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Make use of Classdojo to record children's achievements and to communicate with parents
- Promote positive values, attitudes and independence, dealing promptly with any incidents in line with school policy and encouraging children to manage their emotions
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the class teacher
- Provide general clerical/admin. support as required

### **Curriculum Development**

- Implement agreed learning activities, adjusting activities according to children's responses/needs
- Implement agreed curriculum plans
- Help children to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **Whole School Responsibilities**

- Have good knowledge of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns via the school's online system CPOMS in consultation with the DSL
- Make use of IT according to the staff acceptable use policy
- Promote equality by making adaptations to the curriculum to support children's needs
- Work in line with the school's priority to prevent sexual harassment in the workplace
- Make an active and positive contribution to the overall ethos/work/aims of the school

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress
- Attend and participate in regular briefing meetings
- Participate in support staff appraisal
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise children on visits, trips and out of school activities as required

*Any other duties that the head teacher may from time to time ask the post-holder to perform commensurate with the role.*