

# Howard Primary School

## Teaching Assistants – Level 2

### Role Profile and Person Specification

**November 2007** (updated August 2019)

# HOWARD PRIMARY SCHOOL

## Job Description

<b>Job Title:</b>	<b>Teaching Assistants – General (Level 2)</b>
<b>School /Academy:</b>	<b>Howard Primary School</b>
<b>Grade Range:</b>	<b>Grade 3 - Scp 5 – 6</b>
<b>Hours per week:</b>	<b>8.45am – 3.45pm</b>
<b>Work Pattern:</b>	<b>Term Time Only</b>
<b>Location:</b>	<b>Howard Primary School</b>
<b>Reports to:</b>	<b>SLT / SENCO</b>
<b>Responsible for:</b>	N/A
<b>Role Purpose and Role Dimensions:</b>	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
<b>Commitment to Diversity:</b>	As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

## Key Accountabilities and Result Areas:

### Key Elements:

#### Support for Pupils

#### This will involve:

##### Core Duties

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Supervising and playing with children at lunchtimes.

##### Additional Duties

- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

## Support for the Teacher

### This will involve:

#### Core Duties

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.

#### Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## Key Accountabilities and Result Areas:

### Support for the Curriculum

### Key Elements:

#### This will involve:

##### Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

##### Additional Duties

- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

## Support for the School

### This will involve:

#### Core Duties

- Participating in training and other learning activities and performance development as required.

#### Additional Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.
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## Green Statement

### This will involve:

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

## Key Accountabilities and Result Areas:

### Key Elements:

#### Data Protection

### This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

#### Confidentiality

### This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Equalities and Diversity**

The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

## **Safeguarding**

### **This will involve:**

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

## **Customer Care**

### **This will involve:**

- Ability to demonstrate a commitment to the School/Academy's Customer Care Policy.

## **Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## **Key Accountabilities and Result Areas:**

**To contribute as an effective and collaborative member of the School Team**

### **Key Elements:**

#### **This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School/Academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

### Job Title:

Teaching Assistants – General (Level 2)

### Essential knowledge:

- Appropriate knowledge of first aid.
- Training in the relevant learning strategies e.g. literacy.
- First aid training/training as appropriate.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.

### Essential skills and abilities:

- Good numeracy/literacy skills.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.
- Use of other equipment technology – computer, video, and photocopier.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Participate in development and training opportunities.

### Essential experience:

- Working with or caring for children of relevant age.

### Special conditions:

- Enhanced DBS check

Further advice on specific points in this role profile can be obtained from their HR provider.