



Marus Bridge Primary School Job Description



1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Teaching Assistant Level 2

1.3 JOB PURPOSE: Under the direction 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 classroom.

To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.

Support the aims and objectives of the school.

1.4 Line Management: Teachers/senior staff – teaching and non-teaching

1.5 Liaising With: Senior leadership team, teachers, support staff, Pupils, visitors into school

1.6 Salary Scale: Grade 3 scale points 10-15 £15613 - £17167 (pro-rata)
Actual salary: £3452 (scp10) - £3811 (scp15) per annum

1.7 Working Time: 10 hours per week term time + one week
Normal working hours:
Mon-Fri: 1.30 – 3.30pm
Please note this is a temporary position to July 2018

1.8 DBS Disclosure Level: Enhanced

Dated September 2017



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Job Outline

- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To assist with the planning of learning activities.
- To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- To provide regular feedback to teachers on pupils' achievement, progress and problems.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To provide clerical/admin support, for example photocopying.
- To assist with the supervision of pupils out of lesson times, including after school as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

GENERAL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training and other learning activities and performance development as may be reasonably directed



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SIGNATURES

The school will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed _____ Dated _____

(Support Staff)

Signed _____ Dated _____

(Head teacher)