



Role Profile

Location:	Colindale Primary School
Job Title:	Teaching Assistant – level 2
Grade:	Grade D – JE0463
Hours:	32.5 Hours per week - 8.30-3.30 (30 minutes break)
Salary:	FTE £32,070 - £33,012 Pro rata £25,351 - £26,096
Reports to:	Headteacher/Deputy Headteacher/Class Teacher

Job description for Teaching Assistant

An experienced teaching assistant providing support to pupils within Colindale Primary School.

1. Purpose of Job:

The key focus of this role is to:

- support the classroom teacher with their responsibility for the development and education of all pupils
- assist in the development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.

Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods.

2. Key accountabilities/duties/responsibilities:

Support for the Pupils

- Assist with the development and implementation of Education, Health and Care Plans and/or other support plans, as required

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the preparation of learning activities
- Report pupils' responses to learning activities and record achievement/progress, as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers, referring any difficult or contentious issues as appropriate
- Assist with the administration and invigilation of routine tests
- Support teaching /senior staff with routine administration, such as such as photocopying, typing, filing and collecting money

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Assist with the implementation of programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

- Prepare, maintain and use equipment/resources required to meet the lesson plans or relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of pupils out of lesson times, as appropriate
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Assist with special events, such as School Concerts, Plays, Parents' / Carers' evenings

3. Promoting the values and ethos of Colindale Primary School

To ensure that the values of Colindale Primary School are maintained and to ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of Colindale Primary School develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. Colindale Primary School's Commitment to Equality

To deliver Colindale Primary School's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school delivers.



PERSON SPECIFICATION

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KNOWLEDGE, TRAINING AND EXPERIENCE
• Educated to GCSE Grade A-C in English and Mathematics or equivalent • Likely to have experience of working or volunteering as a Level 2 Teaching Assistant or a similar role • Working at the National Occupational Standards (NOS) in Supporting Teaching & Learning – Level 2 (or equivalent) • NVQ 2 in Supporting Teaching in Learning and may be working towards NVQ 3 • Understanding of the national curriculum and relevant school policies • Basic IT skills, such as Internet browsing and accessing email • Knowledge of how to apply individual Education, Health and Care Plans and/or other support plans • Knowledge of relevant policies and procedures such, as child protection, health and safety, managing behaviour and positive handling • Awareness of physiotherapy, occupational therapy/speech/language therapy and the ability to delivery any special interventions that are required

• May undertake training as required, such as first aid training, training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, fire safety training, Team Teach
SKILLS Planning, organising and controlling skills • Work under the supervision of a teacher within learning environment with teacher present but sometimes outside of a classroom • Carry out a range of duties that are specific in nature, for example preparing the classroom or resources for an activity, recording basic pupil data, displaying pupils' work • Implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Participate in planning and evaluating learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • May assist with the training of new or less experienced employees • Provide support on external school trips (which could include residential trips) using knowledge of increased risk and health and safety issues which may also require the carrying out of basic medical procedures and/or the administering of basic first aid/ medications for which training will have been provided and for which parental/carers permission has been granted)
Communication and influencing skills • Provide routine information to colleagues, parents / carers within defined guidelines • Use language and concepts appropriate to the child's age, stage of development, and culture • Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided • May demonstrate own duties to new staff
Initiative and Innovation skills • Under the direction of the teacher, work with individual or small groups of pupils by supervising and encouraging their participation in tasks and activities generally within learning environment with teacher present • Work within and comply with a range of school policies and procedures, including safeguarding, child protection, health, safety and security, equal opportunities, behaviour, confidentiality and data protection • Use initiative and make decisions to:

- Attend to pupils' personal, social and welfare needs, as appropriate
- Assist in the development of Education, Health and Care Plans and other support plans for pupils
- Provide the teacher with feedback on pupil progress, achievements and problems and provide feedback to pupils in relation to attainment and progress
- Support the teacher in managing pupil behaviour
- Carry out structured and agreed learning activities and teaching programmes, amending approach according to pupil progress
- Carry out programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher
- Assist with the supervision of pupils outside of lesson times, such as at lunchtime and playtime
- Assist with organising and supporting school medical visits, educational visits and special events

(The above examples are not exhaustive)