



Martin Primary School

Level 2 Teaching Assistant JOB DESCRIPTION

General duties
To support the classroom teacher with their responsibility for the development and education of all pupils
To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the guidance of teaching staff/senior colleagues
Promoting children's education and development
Establish constructive relationships with pupils and interact with them according to individual needs
Promote the inclusion and acceptance of all pupils
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
Supporting effective classroom practice
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 planning of learning activities
Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
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
Undertake routine marking of pupils' work under the direction of the teacher
Support teaching /senior staff with routine administration, e.g. photocopying, typing, filing, etc.
Establish constructive relationships with parents/carers

Supporting the school's policies and ethos
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 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, including before and after school and at lunchtime.
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.



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Level 2 Teaching Assistant PERSON SPECIFICATION

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • a minimum of GCSE grade C in maths and English • NVQ 2 for Teaching Assistants or equivalent qualifications or experience 	<ul style="list-style-type: none"> • first aid certificate
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • working with or caring for children of a relevant age 	<ul style="list-style-type: none"> • working with children with SEND
Knowledge and skills	<p>The successful candidate will be have:</p> <ul style="list-style-type: none"> • an effective use of ICT to support learning • a general understanding of national/foundation stage curriculum and other basic learning programmes/strategies • a basic understanding of child development and learning • the ability to relate well to children and adults • the ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • the ability to work with pupils and their families in a sensitive and positive way • the ability to demonstrate excellent communication, planning and organisational skills 	<ul style="list-style-type: none"> • Knowledge of the Key Stage 2 curriculum
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • a calm and caring nature • excellent verbal and written communication skills • excellent time management and organisation skills • a flexible approach towards working practices • high expectations of self and professional standards • the ability to work as both part of a team and independently • the ability to maintain successful working relationships with other colleagues • high levels of drive, energy and integrity. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • committed to promoting high-quality care of children • committed to playing an active role in children's progress and development • dedicated to promoting their professional development • able to plan and take control of situations • committed to contributing to the whole school and its community • capable of handling a demanding workload and successfully prioritising work • professionally assertive and clear thinking. 	

