Belthorn Academy Primary School
Role profile

Post title: Teaching Assistant – Level 2b					
Grade:	Grade 5	**Staff responsibility:**	None	**Essential Car user:**	No

Scope of Work – appropriate for this post:

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents and carers. Provide short term cover for the classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

Accountabilities/Responsibilities – appropriate for this post:

Support for pupils:

1. Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils

2. Undertake activities in order to monitor the personal, social and emotional needs of pupils

3. Develop positive relationships with pupils to promote pupil progress and attainment

4. Assist in the devising of pupil's individual targets and their monitoring and review

5. Support pupils as part of a planned inclusion programme

6. Implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas

7. Assist in the development of varying skills that support pupils' learning

8. Assist in the specific medical/care needs of pupils when specific training has been undertaken

Support for the Teacher:

1. Monitor and record pupil progress and developmental needs

2. Produce relevant classroom resources

3. Undertake classroom administrative tasks including the maintenance of records

4. Assist in pupil supervision and the management of pupil behaviour

5. Provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable

6. Provide information to the class teacher to assist in the planning of work programmes

7. Liaise with the school's nominated person in respect of pupil absence

8. Assist with arrangements for out of school learning activities

9. Provide clerical and administrative support including the collection and recording of money

10. Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupil's work

11. Support the use of ICT in learning activities

General

1. Work within school policies and procedures.

2. Contribute to the provision of an effective environment for learning.

3. Support the promotion of positive relationships with parents and outside agencies.

4. Attend skill training and participate in personal/performance development as required.

5. Take care for their own and other people's health and safety.

6. Be aware of the confidential nature of issues.

Additional supporting information – specific to this post.

Belthorn Academy is semi-rural village located school at the heart of a thriving community. The ability to serve local needs and be an ambassador for the school as part of the educational support team is essential to the role. The ability to support the classroom teacher and the needs of pupils is key.

| **Prepared by:** | Helen Saint | **Date:** | 20/07/19 |