



Belthorn Academy Primary School

Role profile

Post title: Teaching Assistant – Level 2a

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| Grade: | Grade 4 | Staff responsibility: | None | Essential Car user: | No |
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Scope of Work – appropriate for this post:

Under the supervisor's/EYFS teacher's clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the supervisor.

Accountabilities/Responsibilities – appropriate for this post:

Support for pupils:

1. Under the clear guidance of the supervisor/EYFS teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks
2. Undertake activities to assist in monitoring 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. Assist in the development of varying skills that support pupils' learning
7. Assist in the specific medical/care needs of pupils when specific training has been undertaken

Support for the Supervisor:

8. Monitor and record pupil progress and developmental needs
9. Produce relevant classroom resources
10. Undertake classroom administrative tasks including the maintenance of records
11. Assist in pupil supervision and the management of pupil behaviour
12. Provide information to the supervisor and EYFS Teacher to assist in the planning of work programmes.
13. Liaise with the school's nominated person in respect of pupil absence
14. Assist with arrangements for out of school learning activities
15. Administer routine checks/tests, and undertake routine observation of pupil's work

16. Support the use of ICT in learning activities

General

17. Work within school policies and procedures

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

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

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

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

22. 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: Business Manager

Date: 06/09/2021

