



Middle Street Primary School

JOB TITLE: Individual Needs/Teaching Assistant -Level B

1. PURPOSE OF JOB

To work under the instruction and guidance of the class teacher and 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 the classroom. Work may be carried out in the classroom or outside the main teaching area

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Intervention plans and pastoral support plans
- 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

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 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 behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers

- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical / admin support, e.g. photocopying, typing, filing, money, administer coursework etc

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to the early years curriculum, recording achievement and progress and feeding back to the teacher
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources required to meet the lesson plans/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, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure 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 visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



Middle Street Primary School

Teaching Assistant

Person Specification

Essential Criteria:

Job related Education, Qualifications, Knowledge and Experience:

- A good standard of education/NVQ Level 2 or equivalent
- Experience of working OR volunteering in a primary school
- Good understanding of child development
- Basic understanding of legislation and policies relevant to primary age children

Skills/Abilities:

- Good numeracy and literacy skills
- The ability to communicate effectively with a wide range of people, children, parents/carers, teachers and professionals from other agencies
- The ability to work effectively and positively as part of a team
- The ability to react quickly and calmly and solve problems in relation to the supervision of pupils, referring to class teacher/line manager and procedures as required
- To be willing to positively participate in meetings, and in liaison with the class teacher sometimes with outside agencies
- In liaison with the class teacher be able to observe closely, and keep accurate records of the development and learning of all children including those with special needs.
- The willingness and ability to work in close partnership with parents/carers from all backgrounds, cultures and beliefs
- The ability to make quick decisions, and to respond appropriately in case of emergencies following set procedures
- To be able to contribute to assessments, curriculum planning and evaluations
- The ability to work on own initiative and to effectively utilise personal skills

- Professional and Personal Qualities:
- Have a flexible approach, able to meet the demands of working in a vibrant, inclusive school.

- Have a commitment to and enthusiasm for the role of teaching assistant at Middle Street Primary School, being fully committed to the school's vision and inclusive ethos.

- Equalities:
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Councils Equalities Policy