

## Job description: Level 2 Teaching Assistant

<b>Location</b>	Grampian Primary Academy
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Full Time (32.5 hours per week)/Term Time (39 Weeks p/a)
<b>Pay range</b>	Grade C £21,575 – ~£21,968 (pro rata)
<b>Reporting to</b>	Headteacher

### Job purpose

To provide support to the Headteacher, SENCo and Teachers across a range of child-centred activities, which promote child development and learning; working with individual children or groups of children who have EAL or SEN, as directed by the Teachers or Senior Leadership Team.

### Main duties and responsibilities

To promote and actively support the values and vision of the school.

- To provide a secure, caring and enriching environment, promoting the inclusion, acceptance and self-esteem of all children.
- To act in accordance with the school's policies and procedures and relevant legislation, particularly in relation to Safeguarding, Child Protection and Behaviour Management.
- To promote development and learning, physical, emotional and social education of all children in line with EYFS, Key Stage 1 and Key Stage 2 requirements and guidance.
- To participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of children.
- To participate in the development and delivery of school, local and national initiatives.
- To monitor and contribute to the Assessment and Recording of children's development, and be involved in the sharing of that information with other professionals and parents, as required.
- To contribute to the development and delivery of specific support programmes; e.g. individual or group interventions, MEPs, EHC Plans, Behaviour Plans, etc
  - To participate in, and contribute to, discussions and reviews of Pupil Progress.
  - To help organise and participate in meetings with parents/carers and other professionals.
  - To participate in, and contribute to, staff meetings, morning briefings, training and INSET.
  - To develop and maintain good working relationships with children, staff, parents and



professionals from external agencies.

- To provide support to school activities including; playtimes, lunchtimes, extra-curricular activities and visits.
- To prepare support material and resources for education programmes, activities and the learning environment; e.g. displays, photocopying, etc.
- To be responsible for the organisation, implementation, evaluation and planning of specific learning programmes for individuals and groups of children in consultation with the class teacher, Leadership Team or other professionals.
- To provide occasional cover for classes in the absence of the teacher, as required.
- To assist with resolving behavioural and emotional problems of children, considering the school's Positive Behaviour Policy.
- To provide first aid and pastoral support for children, including the changing and cleaning of children, along with the school environment, as a result of illness or accidents.
- To support children's personal hygiene, which could include, toilet training, changing wet/soiled clothes, and if necessary, changing nappies.
- To contribute to the planning of school activities and visits.
- To undertake any other duties commensurate to the level of the post

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification: Job title

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
NVQ3 or equivalent qualification	✓	
GCSE A-C in Maths and English or Equivalent		✓

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Recent experience in a Primary School or N Nursery	✓	
Experience of planning and assessing children's learning		✓
Experience of working in a multi-ethnic/multi-faith environment		✓
Experience of working with children with SEND		✓
Experience of working with children with Communication and/or emotional difficulties		✓

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Understanding the needs of EAL children		✓
Good ICT skills	✓	
Ability to work unsupervised and to use initiative where required	✓	
Has a warm personality	✓	
Is able to stay calm under pressure	✓	