

**ELSTON HALL LEARNING TRUST  
PHEASEY PARK FARM PRIMARY SCHOOL**

<b>Job Title:</b>	<b>Teaching Assistant Level 2</b>
<b>Pay Range:</b>	<b>Grade 3</b>
<b>Responsible for:</b>	
<b>Responsible to:</b>	<b>Head Teacher / Teacher</b>

**Overall purpose of the role**

To work under the instruction/guidance of teaching/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 within the classroom or outside the main teaching area.

**Specific responsibilities**

**SUPPORT FOR 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 interventions
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- 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**

- Support a purposeful, orderly and supportive environment
- 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
- Establish constructive relationships with parents/carers

#### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies
- Support the use of ICT 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 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, within normal contractual hours
- Participate in training and other learning activities and performance development as required
- 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

#### **General**

- Contribute to the aims, vision and ethos of the Trust.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- Appreciate and support the roles of colleagues and other professionals.
- Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
- To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
- To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
- Dress in a professional and appropriate manner, that will further support the school's policy on uniform
- Participate in further training and professional development as appropriate.

- The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.