

Littleport Community Primary School
Teaching Assistant Learning and Communication Support

JOB DESCRIPTION

Job Title: Teaching Assistant – Level 2

School/Service: Littleport Community Primary School

Reports to: Headteacher

Grade: Level 2

Location: Littleport Community Primary School CB6 1JT

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

- Under the direction of the class teacher, supervise the class in following activities and tasks planned by the class teacher in the class room and PE.
- In conjunction with the classroom teacher, adapt lessons and activities to meet the needs of individual children.
- Take responsibility for delivering learning programmes, daily support and interventions with a specific child who may have gaps in their learning and may have social emotional special educational needs.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel safe and involved with tasks and activities.
- Conduct diagnostic assessments for basic skills and record data to support children's learning

2. Support for the curriculum

- Support the school curriculum, including social, literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.

- Monitor, track progress and contribute to plans for children with special educational needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising and to provide alternative learning activities

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

5. Professional Competencies

- The ability to manage challenging behaviour objectively with understanding of the needs that drive such behaviours
- Understanding of the school and national curriculums and age-related expectations for the relevant key stage
- Understanding of the aims, content and outcomes for subject and topic lessons
- Knowledge and understanding of the key principles, terms and progression for literacy and numeracy in the relevant year and key stage, in class and when running interventions
- Knowledge of the definition of special educational needs and familiar with the guidance about meeting SEND in the SEND Code of Practice
- Be familiar with or have knowledge of Learning and Communication in the SEND Code of Practice
- Knowledge of a range of differentiation strategies to create a purposeful learning environment and to meet the needs of individual learners
- Ability to liaise supportively and effectively with parents and other school staff
- Understanding and application of the need for professional confidentiality
- Understanding of and respect for all social, religious, linguistic and ethnic backgrounds