Job Description			
Title **TEACHING ASSISTANT - PRIMARY** (previously grade 1 qualified /grade 2 unqualified) - **Grade 3 Pt 5-7**	***School:*** **Jesse Gray Primary School** **Musters Road** **West Bridgford** **Nottingham** **NG2 7DD**	***Post Ref*** **Add Ref** **Profile Learning Support 3a PRI**	
Job Purpose 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 in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.			

Key Responsibilities

1. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Planning and providing practical assistance in relation to identified physical needs
3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
4. Establishing a constructive relationship with pupils and interact with them according to individual needs
5. Promoting the inclusion and acceptance of all pupils
6. Encouraging pupils to interact with others and engage in activities led by the teacher
7. Setting challenging and demanding expectations and promote self-esteem and independence
8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher
9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
11. Assisting with the planning of learning activities
12. Monitoring pupils' responses to learning activities and accurately record achievements/progress as directed
13. Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.
14. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
15. Establishing constructive relationships with parents/carers
16. Supporting teaching staff in the carrying out of home visits

17. Administering routine tests and invigilating exams and undertake routine marking of pupils' work
18. Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
19. Assisting the teaching staff in the smooth transition between educational phases
20. Supporting pupils in their learning in all areas of the curriculum.
21. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
22. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
23. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
24. Supporting pupils and teacher during PE and other practical activities.
25. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
26. Assisting with the supervision of pupils at break times
27. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

General Responsibilities

28. Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
29. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
30. Contributing to the overall ethos/work/aims of the school
31. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
32. Appreciating and supporting the role of other professionals
33. Attending relevant meetings as required
34. Participating in training and other learning activities and performance development as required
35. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
36. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Person Specification	
Education and Knowledge A) Good literacy and numeracy skills gained from general education to GCSE 'O' level/Adult Literacy and Numeracy level 2/NVQ level 2 standard or equivalent together with a knowledge of child protection/procedures, together with a working knowledge of national curriculum and other relevant learning programmes/strategies. B) Good literacy and numeracy skills gained from general education to GCSE 'O' level/ Adult Literacy and Numeracy level 2/NVQ level 3 for Teaching Assistants or equivalent qualification or experience, together with a working knowledge of national curriculum, early years curriculum and other relevant learning programmes/strategies	***Personal skills and general competencies***
Experience	

Safeguarding Statement

As a school community we work to ensure that our community is the safest it can be in terms of policy, practice and procedure; and that all staff are recruited using full safeguarding recommendations.

We believe the safety of the child is paramount, and follow the underpinning principles outlined by Children Act 1989. To this end we all agree to follow acceptable, professional behaviour as laid down in the DCSF document 'Guidance for safe working practice for the protection of children and staff in educational settings' 2007.

'All staff whether paid or voluntary, has a duty to keep young people safe and protect them from physical and emotional harm.'