

ELSTON HALL LEARNING TRUST

Job Title:	Level 2 Teaching Assistant
Pay Range:	NJC Grade 3 (point 4 – 6)
Responsible for:	
Responsible to:	Headteacher

Overall purpose of the role

To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.

Specific responsibilities

- To provide general support to the class teacher in the organisation and management of pupils.
- To assist and support the phase and Teacher, in meeting the educational needs and social development of each child and ensuring the inclusion of all pupils.
- To assist in preparing and setting out work activities, materials and equipment, creating an orderly and supportive learning environment.
- Monitor pupils' responses to learning activities and accurately record achievement and progress in line with school guidelines in order to implement Individual Education Programmes.
- Offer support for individual pupils to enable them to fully participate in activities supporting their emotional and behavioural issues and help develop their social skills.
- To support the management of pupil behaviour in line with school behaviour and emotional guidelines.
- To be involved in the presentation of children's work assisting in the provision of a stimulating environment throughout the school.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Liaise sensitively and effectively with parents and contribute in the consultation process 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.
- 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 Phase Leader/ Head of School.
- To support school policies in the care and welfare of children, sharing information with class teacher and other professionals e.g. School Nurse, on the basis of need to know.

<ul style="list-style-type: none"> • Dress in a professional and appropriate manner, that will further support the school's policy on uniform
<ul style="list-style-type: none"> • Participate in further training and professional development as appropriate where time is made available
<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of the children within the school.
<p>Curriculum / Phase Responsibilities</p>
<ul style="list-style-type: none"> • To contribute ideas and suggestions that assist in improving learning, classroom and curriculum management.
<ul style="list-style-type: none"> • To assist in and support Intervention programmes of work e.g. English and Maths, including phonics.
<ul style="list-style-type: none"> • Support and use teacher's planning in order to offer additional support to small groups of pupils or individuals, across the curriculum.
<ul style="list-style-type: none"> • Seek to maintain a knowledge of core and foundation subjects.
<ul style="list-style-type: none"> • Provide general clerical and administrative support for the Phase.
<ul style="list-style-type: none"> • Liaise with other members of the Phase, to help organize, monitor and evaluate the work of pupils and their progress.
<ul style="list-style-type: none"> • To attend any relevant Phase meetings.
<p>Safeguarding/Health and Safety</p>
<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the school.
<ul style="list-style-type: none"> • To ensure compliance with the schools' Health and Safety policies and the Health and Safety at work Act (1974) in all premises and sites controlled by the schools
<ul style="list-style-type: none"> • 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