**Barry Primary School**

Barry Road, Northampton, NN1 5JS

**Job Description**

**Teaching Assistant: LEVEL 2**

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| **Working in the environment** |
| Providing personal and welfare care | ⬝ Assist with the planning, development and implementation of pupil education/behaviour plans and personal care programmes to ensure that the school’s health, safety and behaviour policies are maintained.⬝ Support children with specific needs with toileting and/or, where necessary, changing underwear or nappies. |
| Supporting pupils in the learning environment | ⬝ Supervise and support pupils in the learning environment including more in-depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.⬝ Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider-range of predefined learning, care and support activities to meet the requirement of the pupils and the curriculum.⬝ Assist with the supervision of pupils out of lesson times to enhance service delivery. |
| Provide support to pupils and staff | ⬝ Provide clerical and other support to meet service delivery requirements.⬝ Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher.⬝ Administer routine tests, invigilate exams and undertake routine marking of pupils’ work to meet requirements of pupils and the curriculum |
| Preparing and maintaining the classroom environment and resources | ⬝ Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils’ work to support pre-defined learning activities to meet the needs of pupils and the curriculum.⬝ Prepare, maintain and use equipment and resources required to meet lesson plans/learning activities to meet the needs of pupils and the curriculum. |
| **Working with people** |
| Developing the team | ⬝ Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives. |
| Building professional relationships | ⬝ Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils’ development and maintain the overall ethos of the school. |
| **Working with resources** |
| Monitoring levels and ordering of resources | ⬝ Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.⬝ Maintain an awareness of the importance of the appropriate use of resources to minimise waster and maximise the effectiveness of financial resources. |
| **Working with information** |
| Reviewing pupils’ performance | ⬝ Monitor, feedback , record and report on pupil progress, including feedback to pupils and participate in the completion of pupil profiles and records of attainment to maximise pupil development. |
| **Additional work elements** |
| Physical effort and/or strain | ⬝ Job holders regularly move around during their normal working pattern, walking, standing and sitting with pupils.⬝ Job holder may set out PE equipment and will have to help in moving heavy equipment. |
| Working environment | ⬝ Job holders may carry out playground duties in variable weather conditions; however there is usually indoor play during bad weather.⬝ Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill. |