



Monksmoor Park CE Primary School

TEACHING ASSISTANT L2 (1:1)

Pay Grade: D Scale Point: 3-4

Core Purpose of the Post:

The priorities in principle for this job are to support and assist the Headteacher by:

- providing 1:1 support for learning and in the playground, during unstructured times
- preparing and maintaining resources, including specialist SEN resources
- providing support to children and staff
- sharing and modelling the school's vision and values in everyday work and practice;
- setting high expectations;
- embedding learning and teaching strategies and raising achievement;
- being a genuine team player.
- Fully embracing the Christian ethos of the school
- Fully engaging with all training opportunities to be able to meet the needs of the child

MAIN DUTIES AND RESPONSIBILITIES:

1. Supervise and support 1:1 in the learning to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
2. Assist 1:1 within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum
3. Assist with the supervision of pupils and planning of activities out of lesson times (for example at lunchtimes, before and after school) to enhance service delivery and encourage structured and positive play
4. Assist with the planning, development and implementation of pupil education / behaviour plans and to help with development of social skills and to ensure that the school's health, safety and behaviour policies are maintained
5. Create and maintain an attractive, purposeful, orderly and productive learning environment
6. Maintain records as requested
7. 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



8. Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility 1:1 under the supervision of the teacher to meet service delivery requirements
9. Ensure health and safety and good behaviour of pupils at all times
10. Provide clerical and other support to meet service delivery requirements
11. Undertake structured and agreed learning activities/teaching programmes
12. Support teachers by managing classroom equipment, ensuring that safety guidelines are followed and reporting and defects or damage
13. Contribute to the overall Christian ethos of the school
14. Be aware of and comply with all policies and procedures
15. Be aware of and support differences and ensure all children have equal access to opportunities to learn and develop
16. 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
17. Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum
18. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources
19. Participate in training, other learning activities and performance management as required
20. Assist with the supervision of pupils out of lesson times, e.g. extra-curricular and during lunchtimes

Teaching Assistants will always:

1. Put 'Pupils First' in everything they do.
2. Be flexible in order to meet the constantly changing demands of the role.
3. Show commitment to the Christian ethos and values of the school.
4. Be positive at all times, be honest and know the staff and pupils.
5. Model what they expect to see from others.
6. Be a genuine team player.

To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.