



EDITH CAVELL PRIMARY SCHOOL

Manton Lane, Bedford. MK41 7NH

[Ambitious, Achieving and Nurturing](#)

Headteacher: Miss Heather Cooke

Tel:01234 345636 E-mail office@ecls.org.uk

www.edithcavellprimary.co.uk

Title and Grade of Post	Teaching Assistant - Level 2a
Job Purpose	Under the instruction and guidance of teaching staff to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.
Reporting to	Head teacher/ SENCO/ Class teacher
Hours	15 hours per week

Main Expectations of the role:-

Support for the Children

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, whenever possible, make these part of the learning experience (this may include toileting and other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Establish good relationships with pupils, acting as a role model.
3. Be aware of and respond appropriately to individual pupil needs.
4. To identify, prepare, locate and gather appropriate resources to support the adaptation of the curriculum to ensure effective access to learning for identified pupils.
5. Under agreed school procedures, to give first aid/medicine where necessary and assist with programmes of special care such as speech therapy or physiotherapy under the direction of the appropriate specialist.
6. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
7. Actively promote children's independence, self-reliance and self-sufficiency.
8. Whilst there may be specific requirement to support a named pupil or pupils with an Education Health Care Plan, EHCP, support to other pupils may also be required.

Support for the Teacher

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
2. Under the guidance of the class teacher to deliver learning activities to individuals and groups of pupils whilst actively promoting independence, self-reliance and self-sufficiency.
3. Within the overall plan set by the class teacher to assist in devising and extending appropriate educational activities in presentation of the curriculum. This may include contributing to the development and implementation of Provision Maps, Language Plans, Personal and Pastoral Support Plans.
4. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring to inform further support work and to provide feedback to the class teacher and SENCO as required.

5. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
6. Prepare classroom as directed for lessons and clear afterwards.
7. Gather/report basic information from/to parents/carers as directed.
8. Assist with the planning of learning activities.
9. To escort pupils as necessary and assist in movement around the school.

Support for the Curriculum

1. To support the teaching of English, Mathematics or other specific curriculum areas as required.
2. Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
3. Support pupils to access the curriculum in line with appropriate lesson plan/teacher direction.
4. Support pupils to understand instructions ie to facilitate access to lessons reinforcing the teachers' instructions in a visual format.
5. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
6. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants;
2. Be aware of and comply with all school policies and in particular the procedures relating to Safeguarding and child protection, health, safety and security, e-safety, AUP, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned)
3. Contribute to the school ethos, aims and development/improvement plan.
4. Attend relevant staff meetings and undertake training and development activities.
5. Appreciate and support the role of other professionals.
6. Participate in annual Performance Management/Appraisal review processes, training and other learning activities as required.
7. Under agreed school procedures, to provide First Aid assistance at break times, on educational trips and when required.
8. Assist with preparation for and accompany teaching staff and pupils on school visits, trips and out of school activities as required.
9. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the class teacher or Headteacher
10. To share responsibility for the preparation and presentation of displays.
11. To have a termly meeting with other support staff and the Headteacher or member of the Senior Leadership Team (SLT).
12. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as required.
13. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
14. To undertake tasks of a similar nature and level, as directed by the class teacher SENCO/Head teacher.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Feb 2020

Edith Cavell Primary School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

I understand and agree to the terms of this job description

Signed:- _____

Date:- _____