GREEN LANE PRIMARY ACADEMY

Post Title	TEACHING ASSISTANT – TA2 - JOB DESCRIPTION
Overall Purpose	• To work under the instruction/guidance of teaching staff and to undertake support programmes where appropriate • To enable access to learning for pupils and to assist the teacher in the management of the classroom or other learning areas
Support for Pupils	• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities • Assist with the development and implementation of SEN Support Plans/Behaviour Plans and Personal Care programmes • Establish constructive relationships with pupils and interact with them according to individual needs • Promote the inclusion and acceptance of all pupils • Encourage pupils to interact with others and engage in activities led by the teacher • Set challenging and demanding expectations and promote self-esteem and independence • Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
Support for Teachers	• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work • Use strategies, in liaison with the teacher, to support pupils to achieve learning goals • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour • Establish constructive relationships with parents/carers • Provide clerical/admin support e.g. photocopying, money collection, producing resources.
Support for the Curriculum	• Undertake planned learning activities/teaching programmes, adjusting activities according to pupil responses • Provide feedback to the teacher • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Prepare, maintain and use equipment/resources required to meet the aims of the learning activity and assist pupils in their use

Support for the School	• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference ensuring all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos, work and aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities to support performance development as required • Assist with the supervision of pupils out of lesson times where necessary, including before and after school and at lunchtime • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher • The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.