

**Job Title:** Teaching Assistant – ERB

**Grade:** Level 2

**Job Purpose:**

Part of the ERB Teaching Assistant role is to support children allocated to the ERB both in the Dragonflies Classroom and across the school to provide learning and pastoral support. Teaching Assistants will be in Dragonflies, in classrooms (or out of class where appropriate) supporting the teacher, or working with small groups or individuals on specific interventions. Teaching Assistants could also be requested to provide bespoke support for specific children.

**Principal Accountabilities:**

**Purpose of the Job**

- To provide high quality support for teaching and learning in the classroom as directed by Dragonflies teacher or where appropriate class teachers across the school
- To deliver learning activities to pupils (as directed by the teacher)
- To work independently with specified pupils
- To help raise standards and outcomes for all pupils

**Support for Pupils**

- To assess the needs of pupils and use detailed knowledge and skills to support pupils' learning.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations following the school's behaviour policy.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Provide feedback to pupils in relation to progress and achievement including marking work in line with the school policy.
- To provide specific and/or personal care for children with significant development needs.
- To deliver specific interventions to pupils.
- To provide first aid for pupils as necessary.
- To support with intimate care as necessary.
- To work with external professionals to ensure best outcomes for pupils.
- To support transistions both into and out of the ERB for pupils.

**Support for the Teacher**

- To organise and manage appropriate learning environments and resources.
- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To work within our established behaviour policy or individualised plans to anticipate and manage behaviour consistently.
- To support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.

**Support for the Curriculum**

- To deliver learning activities to pupils, adjusting activities according to pupil responses/needs.
- To use ICT effectively to support learning activities.
- To select and prepare resources (with direction) necessary to lead learning activities, taking account of pupils' interests.

**Support for the SENDCo**

- Be an active member of the SEND Team being self-motivated.
- Deliver bespoke interventions resourcing as appropriate.
- Keep records as required.
- Feedback regularly to the SENCO and class teachers on progress of interventions.
- Be autonomous and responsible for delivery of activities and support.
- Organise your own timetable in liaison with the class teacher(s) and SENCO to ensure best use of time for the benefit of the children
- Where necessary, liaise with parents and keep them informed
- ERB roles include: welfare, attendance and lateness, EAL, Sensory circuits, Speech and Language support, Forest School, SEMH, English and Maths interventions, dyslexia support, SENCO assistant, liaison with Early Help etc. (this is not a complete list).

**Support at lunch and break times**

- To provide supervision during unstructured times, where required.
- Be responsible for ensuring a fun, active, stimulating and safe place for children to freely play as well as leading specific activities; adapting your skills and experience to work with different age ranges.

**Support for the School**

- To follow school policies and procedures.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos and aims of the school.
- Contribute to the maintenance of a safe and healthy environment including pupil safety (e.g. recording accidents and carrying out first aid).
- To attend INSET and other training opportunities, including supervision, taking initiative for own career development and suggesting training which could benefit the children.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events e.g. school plays, events, trips
- Provide reasonable support to the running of the school e.g. answering phones, helping with displays, maintaining the school library as necessary.
- Uphold and promote the ethos and values of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To provide cover for short term absences of the class teacher (for example PPA sessions, EHCP meetings) to ensure consistency for the children.

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**Job Title:** Teaching Assistant – Level 2

**Grade:** Level 2

**Hours:** 26

### **Job Purpose:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

### **Principal Accountabilities:**

#### **1. Support for children**

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

#### **2. Support for the curriculum**

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning.
- Provide targeted support to enhance learning and improve attainment.

#### **3. Support for the teacher**

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

#### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.

- Assist in facilitating school events, e.g. school plays, events.
- Provide classroom cover in short term absence of the teacher.
- Provide paediatric first aid and medicine administration.

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**Job Title:** Teaching Assistant – Level 2

**Grade:** Level 2

**Hours:** 26.25

### **Job Purpose:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

### **Principal Accountabilities:**

#### **1. Support for children**

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
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- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

#### **5. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.

- Assist in facilitating school events, e.g. school plays, events.
- Provide classroom cover in short term absence of the teacher.
- To act as pool carer for the swimming pool.
- To register and supervise bus children and ensure they are safely handed over to the drivers each day.

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