



## Temporary Teaching Assistant Level 2 (Reception) Job Description

**Responsible to:** Headteacher, Deputy Headteacher, Phase Leader

### **Key Role/ Functions**

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques. Work may be carried out in the classroom or outside the main teaching area.

### **Specific Duties and Responsibilities**

#### **1. Support for the Pupil**

- To establish good working relationships with pupils, acting as a role model
- To be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- To provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- To promote inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To promote self-esteem and independence
- To provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- To participate in pupils' play and extend and stimulate language through conversation
- To promote pupils' development in a safe, secure , challenging environment
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.

#### **2. Support for the Teacher**

- To provide clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc)
- To assist with the display of children's work
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format.
- To undertake pupil record keeping as requested
- To administer routine primary tests and invigilate exams
- To promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- To establish constructive relationships with parents/carers

- To assist in the supervision of pupils on outings and visit

### **3. Support for the Curriculum**

- To undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- To undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use both indoors and outdoors.

### **4. Support for the School**

- To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the school ethos, aims and development/improvement plan
- To appreciate and support the role of other professionals
- To attend relevant meetings and staff meetings as required
- To participate in training and other learning activities as required and to attend relevant professional development to update knowledge
- To assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- To accompany teaching staff and pupils on visits, trips and out of school activities as required
- To assist with the general supervision of pupils during breaktimes and/or when required
- To be aware of all Health and Safety issues

### **GENERAL**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.