**Model Job Description**

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| Job Title | Teaching Assistant  (Level 2) | Department | Education and Lifelong Learning |

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| Post Number | N/A | Section | Early Years |

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| Grade |  | Salary |  |

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| Location | Belle Vue Primary |  |  |

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| Reports To | Assistant Head |
| Responsible For |  |

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| Main Purpose of the Job: |
| An exciting opportunity in our popular two-form entry primary school based in Wordsley, has arisen for a Level 2 TA in our Reception Year. The successful candidate must be passionate about Early Years education and confident in their delivery. The Governors and School Leaders are hopeful to welcome a TA who is willing to take an active involvement in the wider life of school.  The role includes working with children in Reception but may also, at times be asked to support in other year groups.  Our school is a vibrant and inclusive community that welcomes and values every child and celebrates their achievements. We offer a rich and stimulating curriculum that fosters a love of learning and knowledge and prepares pupils for the next stage of their education journey and life.  As a school we support and develop out staff by providing a variety of CPL opportunities, with a well-established Senior Leadership Team and staff body, that are dedicated to using current educational research to lead and drive the school, to provide an inclusive, successful learning environment.  We would particularly welcome applications from candidates who have current knowledge of the teaching of phonics and reading and/or supporting pupils with the development of speech and language skills.  Are you looking for a new challenge in your career? Do you have a passion for inspiring young learners and helping them achieve their full potential? If so, you might be the perfect candidate for this exciting opportunity! |

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| Main Activities |
| SUPPORT FOR PUPIL   * Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing * Supervise the activities of individuals or groups of children within the classroom * Under the instruction/ guidance of a teacher support SEND pupils * Under the instruction/guidance of a teacher support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour * Under the instruction/guidance of a teacher /external agency worker support pupils with communication and interaction difficulties * Assist pupils in the use of resources including IT * Maintain pupils' interests and motivation * Liaise with class teachers daily to share information relevant to the progress of pupils * Establish a constructive relationship with pupils and interact with them according to individual needs * Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher   SUPPORT FOR TEACHER/SCHOOL   * Under guidance of the class teacher prepare resources, contribute to professional dialogue about pupil performance * Contribute to organising and maintaining high quality learning environments * Contribute information to pupil records * Establish constructive relationships with parents/carers. * Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy * Support the use of ICT in learning activities and develop pupils' competence and independence in its use * Participate in ongoing Continue Professional Learning * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person * Contribute to the overall ethos /work/aims of the school * Attend and participate in relevant meetings as required. * All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes. |

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| Special Conditions | The exact focus of the role will be decided at school level and will consider the needs of the school, and the development needs of the member of staff. |

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| Car Allowance |  |

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| Prepared By | Laura Millinchip |

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| Date | 16.1.25 |