

# TUDOR COURT PRIMARY SCHOOL

Tudor Court Primary Academy Trust is registered at  
Companies House, Cardiff – Company No 09071607



## JOB DESCRIPTION

JOB TITLE	<b>TEACHING ASSISTANT 2</b>
GRADE	<b>A</b> (previously Thurrock Band 2 equivalent)
REPORTS TO	SENCO/AHT for Inclusion
SUPERVISES	Not applicable

### JOB PURPOSE

To enable pupils' access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher.

Contribute to the effective organisation of the school with administrative and clerical support.

### KEY CORPORATE ACCOUNTABILITIES

To be deployed across all areas/departments of the school as requested, which may be at short notice.

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work

To ensure pupils are always supervised and safe, discouraging any potentially hazardous activities or behaviours throughout the school environment

To work with colleagues to achieve service plan objectives and targets.

To liaise with other professionals, for example but not limited to: social workers, psychologist, health visitors, family resource workers and attending meetings as requested by the Head teacher, Class Teacher, Cover Supervisors, SENCO.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

At the discretion of the Head Teacher or a member of SLT, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## **PRINCIPAL ACCOUNTABILITIES**

### **Curriculum Support**

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- The preparation of materials/equipment (e.g. books, pencils, art supplies, sort games, AVA equipment) preparing and clearing up activities with the pupils.
- Maintaining classroom resources and designated areas.
- Assisting with reading, word and number games, science and art and craft activities to support learning outcomes using the teachers planned teaching and learning method.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Ensuring pupils are given the opportunity to develop their independence and resilience by supporting children in a variety of ways, under the direction of the class teacher and line manager.
- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems.
- Assist pupils to develop their independence through undertaking tasks.
- Support the use of IT as a tool to enable learning.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.
- Administer and mark routine tests with clearly defined predetermined answers.
- Invigilate exams as required.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects
- Ensure that pupils work and play together positively and cooperatively, with good behaviour.
- Helping pupils change for practical activities.
- Arrange classroom to create a positive learning environment including arranging classroom displays.

## **General School Support**

- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

## **General Pupil Welfare**

- Promote positive behaviour in line with the schools' Behaviour Policy, including supporting individual behaviour programmes
- Support pupils who are sick, ill or distressed
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and all areas of their personal hygiene and toileting
- Carry out individual therapy programmes, after instruction by the appropriate therapist
- Assist pupils with toileting needs who have a diagnosed medical condition or require a toilet training plan
- Assisting pupils with specialist equipment, ensuring it is well maintained and ready for use, following agreed procedures
- Assist pupils with their medical care to take regular treatment or medication, as agreed with their carer in line with school policy
- Carry out statutory Manual Handling procedures including the use of hoists after appropriate training
- Assisting any pupils with supervision of individual care plans following appropriate training from the School Nurse service or other health professional

## **Managing Pupil Behaviour**

- Managing all pupil behaviour both inside or outside the classroom setting, in line with the School Behaviour Policy, the school values and ethos and under direction of guidelines in operation at the school, these may include but not limited to:
- Assisting in the management of pupils who are showing socially unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Ensure that pupils play and work together positively and cooperatively displaying good behaviour, ensuring poor behaviour such as fights and arguments are dealt with in a proactive and swift manner by assisting the pupils to sort out their disagreements,
- Supervising and monitoring pupils in the playground, encouraging pupils to play games initiating and joining in with other pupils
- Ensuring that any responsibilities directed to the LSA e.g. break, lunch, other duties and activities are covered if the member of staff is absent to ensure consistency and continuity for the children.

Effective: June 2019

Amended June 2021 – due to the Thurrock Banding change from 2 to Grade A