

<b>Job Description</b>			
<b>Title</b> TEACHING ASSISTANT Grade 2 scp 2-4	<b>School: Misson Primary School</b>	<b>Profile Learning Support</b>	
<b>Job Purpose</b> To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for pupils, including those identified as having severe learning difficulties and those with challenging behaviour in a range of different learning situations and settings and provide general support to the teacher in the management of pupils and the classroom.			
<b>Key Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary</li> <li>2. Providing support for students with emotional, social and behavioural problems.</li> <li>3. Providing practical assistance in relation to other identified physical needs</li> <li>4. Supervising and supporting pupils ensuring their safety and access to learning</li> <li>5. Working to establish a supportive relationship with the children and parents concerned</li> <li>6. Promoting the inclusion and acceptance of all pupils</li> <li>7. Encouraging pupils to interact with others and engage in activities led by the teacher</li> <li>8. Encouraging pupils to act independently as appropriate</li> <li>9. Preparing classroom as directed for lessons and clear afterwards and assisting with the display of pupils' work</li> <li>10. Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed</li> <li>11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate</li> <li>12. Gathering/reporting information from/to parents/carers as directed</li> <li>13. Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists</li> <li>14. Providing support for such tasks as clerical, administrative, photocopying, collection and recording of money e.g. completion of diaries/home – school booklet</li> <li>15. Supporting pupils to understand instructions</li> <li>16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher</li> <li>17. Supporting pupils in using basic ICT as directed</li> <li>18. Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use</li> <li>19. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes</li> <li>20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required</li> </ol>			

**General Responsibilities**

21. Be aware of and comply with school policy and procedures
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Appreciate and support the role of other professionals
25. Attend relevant meetings as required
26. Participate in training and other learning activities and performance development as required
27. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
28. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement