



St Andrew's C of E (Aided) Primary School

Townfield Lane, Bebington, Wirral, CH63 7NL
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Headteacher: Mrs A Lamkin M.A., B.A.(Hons), PGCE, NPQH



"Live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God."

Post Title:	Teaching Assistant Level 2
Purpose:	<ul style="list-style-type: none"> To work under the instruction/ guidance of teaching/senior staff to undertake work /care/support programmes, to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Child Protection Policy and Social, Emotional Aspects of Learning.
Reporting to:	Headteacher
Liaising with:	Headteacher
Disclosure level:	Enhanced DBS
Christian Ethos:	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England School, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Specific Duties and Responsibilities

1.Support for Pupils

- To promote pupils' development in a safe, secure , challenging environment
- To have regard for the safety and well being of the pupil at all times
- 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.
- To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible
- To participate in pupils' play and extend and stimulate language through conversation
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement
- To encourage good personal hygiene and assist with necessary self help skills (feeding, toileting, dressing etc.)
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupils on outings and visits

2. Support for Teachers

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested
- To assist parents working in schools
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested
- To provide clerical support e.g. photocopying, filing, receiving and passing money to the school secretary
- To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self control and independence

3. Support for the School

- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required
- To support parents working in schools
- To assist with the general supervision of pupils during breaktimes and/or when required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues
- To assist with the general supervision of pupils during breaktimes and/or when required
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher
- To support and encourage students on Childcare courses, Work Experience etc.
- To be a proactive member of the school and class team
- To attend relevant professional development to update knowledge

4. Support for the Curriculum

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

Other Specific Duties:

- To continue personal development
- To support the School's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with the internet code of practice.
- To show a record of excellent attendance and punctuality.
- To adhere to the schools dress code.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.