Freeman Community Primary School
TEACHING ASSISTANT / LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

GRADE: Grade 2

MAIN DUTIES and RESPONSIBILITIES

LEVEL DESCRIPTION

- Posts at this level may be required in any school phase.
- The teacher plans lessons and directs learning. LSAs / Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum.
- LSAs/Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.
- All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.
- There will be some need to interpret information or situations and to solve straightforward problems. More complex problems will be referred to line manager.
- No requirement to supervise others, but may demonstrate tasks to new colleagues.

INTRODUCTION

- The level description gives an overview of the level of competence required to carry out work at this level.
- Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.
- Whilst line management arrangements will vary from school to school, it is likely that the post holder will report to one of the following: Head Teacher, Deputy, Class Teacher or SENDCo.
- The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

DUTIES AT THIS LEVEL

Support for pupils

- Be able to provide specialist 1 to 1 support for pupils with special educational needs.
- Undertake a range of routine tasks to support learning e.g. listening to reading, discussing stories etc.
- Assist an individual pupil, or a small group of pupils, some of whom may have Special Educational Needs.
- Provide necessary support to individuals and groups, following advice from the class teacher, the SENDCo and Local Authority advisory staff (making adaptions to provision following LA reports and advice).
- As appropriate, look after sick/upset pupils and attend to physical needs.

Support for the teacher

- Undertake routine tasks to support the teacher during lessons, e.g. preparing classroom materials, displaying pupils' work, supervising small groups of pupils whilst the teacher is carrying out assessments.
- Maintain basic records.
- Assist teaching staff to ensure that the aims and objectives of the school are achieved.

Support for the curriculum

- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days.
- Support implementation of Government initiatives under the direction of the teacher.
- The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the existing level of responsibility vested in the post.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	Knowledge and use of a range of equipment	Experience of working with pupils Basic knowledge of first aid
Literacy and numeracy	Ability to read and understand instructions Ability to complete basic paperwork	
School environment		Knowledge of school policies and procedures
Mental Skills:		
Research	Assist teacher with information gathering and resources as appropriate	
Problem solving	Ability to recognise and report problems	
Thinking creatively / Developing new ideas	Assist teacher in creating a positive learning environment	
Interpersonal & Communications Skills:		
Caring skills	Sensitivity to pupils' needs	
Advising / guiding skills	Advising and guiding pupils on the best way to handle situations, under the teacher's direction	
Verbal and written communications skills (including use of languages)	Ability to communicate clearly Ability to encourage participation and give feedback to pupils	
Criteria	**Essential to basic performance of job**	**Required for fully competent performance of job**
	Ability to maintain appropriate level of confidentiality	

Physical skills:		
Keyboard skills / use of mouse		Ability to use keyboard and mouse required if supporting pupils using IT equipment
Other manual skills	Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons Help pupils to use tools and equipment as required to support learning	
Other attributes:		
Level of autonomy	Work is covered by set policies and procedures Teaching Assistants work under the guidance of the teacher or more senior Teaching Assistant Able to work with small groups of pupils when carrying out specific tasks or on field trips etc Able to supervise larger numbers of pupils during break/lunchtime Able to make decisions on when to refer queries/problems to another member of staff	