



## Melcombe Primary School

Fulham Palace Road, London W6 9ER

Tel: 020 8748 7411

Web: [www.melcombprimary.com](http://www.melcombprimary.com)

Head Teacher: Mr Wayne Leeming

### TEACHING ASSISTANT Level 2

GRADE: Scale 3

#### JOB PURPOSE

**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.**

#### DESCRIPTION OF DUTIES

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
2. To aid the pupils to learn as effectively as possible, both in small group situations and individually by, for example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence, ensuring the pupils are able to use the equipment and materials provided.
3. To assist, with the class teacher (and other professionals e.g. SENCO, SLT as appropriate), in the development of a suitable programme for pupils who need learning support.
4. In conjunction with the class teacher and other professionals to establish a supportive relationship with pupils and develop/promote self-esteem where appropriate.
5. To assist teaching staff in the delivery of the national literacy and numeracy strategies within the school and by contributing to planning and monitoring of progress.
6. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
7. To ensure resources are available and suitable for activities.

8. In conjunction with the class teacher (and other professionals as appropriate) to develop and maintain a system of recording pupil's progress.
9. To participate in the evaluation of the support programme e.g. attending meetings in school time.
10. To provide regular feedback about the pupils to the teachers.
11. To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
12. To contribute to reviews of pupil's progress, as appropriate.
13. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
14. To undertake general clerical and administrative work, including filing and photocopying and the administration of coursework
15. To administer first aid and medication for pupils, under direction, where appropriate training has been provided.
16. To attend relevant in-service training
17. To be aware of school procedures and comply with these.