



## Job Description

Teaching Assistant: Level 2

Scale: 4

**Purpose of the Post:** 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. To show initiative in all of the above areas and especially with regard to adjusting activities to suit pupils' needs and managing their behaviour.

### **Main Duties and Responsibilities**

#### **Support for Pupils:**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Deliver pastoral and learning support in conjunction with outside agencies/professionals.

#### **Support for the Teacher:**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To establish and maintain constructive relationships with parents/carers by:
  - Supporting their role in pupils' learning;
  - Providing constructive feedback on pupils' progress and achievements;
  - Facilitating their support for their child's attendance;
  - Support home to school/community links.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

- To work within an agreed system of supervision with small groups of children and to take responsibility for their learning.
- To provide interventions for pupils with the support of the teacher and take responsibility for the pupils progress and learning

**Support for the Curriculum:**

- Undertake structured and agreed learning activities and adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings.
- Participate in training and other learning activities and performance development in term time.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To assist in the general care of the school environment as well as organizing areas of learning including displays and Reading Corners.
- To promote equal opportunities at all times.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others and where necessary provide training to colleagues.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.*

**General Requirements:**

- Enhanced CRB check
- Strong commitment to furthering equalities in both service and delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the school's policies, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the school's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
NVQ 2 or above for Teaching Assistants	✓	
Completion of the DCSF Teacher Assistant Induction Programme	✓	
First Aid	✓	
Safeguarding/Child Protection Training	✓	
<b>Experience</b>		
Working with or caring for children of relevant age in an educational setting	✓	
<b>Knowledge</b>		
Training in the relevant learning strategies e.g. Literacy, Numeracy	✓	
Good understanding of the National Curriculum and relevant learning strategies e.g. Revised Frameworks	✓	
Good understanding of relevant policies and procedures, especially with regard to safeguarding and Inclusion.	✓	
Basic understanding of child development and learning, and knowledge of Special Educational Needs	✓	
<b>Skills</b>		
Good numeracy/literacy skills.	✓	
Effective use of ICT to support learning e.g. using IWB, The Learning Platform, E-mail, Word Processing and relevant software to support learning.	✓	
Use of other equipment technology.	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
Ability to relate well to children and adults.	✓	
Display commitment to the protection and safeguarding of young people.	✓	

