

**JOB DESCRIPTION**

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| **SCHOOL:** | **William Austin Junior** |
| **TITLE:** | Teaching Assistant – Level 2 |
| **NAME:** |  |
| **RESPONSIBLE TO:** | Achievement Leader SEND |
| **ORGANISATIONAL CHART:** | Headteacher  ↓  Assistant Headteacher  ↓  Achievement Leader SEND  ↓  Teaching Assistant – Level 2 |
| **GRADE:** | L3 |
| **PURPOSE OF POST:** | Support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils. |

**PRINCIPAL RESPONSIBILITIES: %**

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| 1. | Under the direction of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems. Contribute to the intellectual and social development of pupils and work with individual children to support the achievement of literacy and numeracy targets and in other specific curriculum areas, as directed. Prepare, maintain and deploy appropriate learning aids, materials and equipment. | 45 |
| 2. | Contribute significantly to the planning of teaching and learning for the whole class and/or individual pupils. Contribute to the planning of lessons and work programmes, the devising of activities and target setting. | 20 |
| 3. | Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual’s progress. | 10 |
| 4. | Contribute to the development of a purposeful working atmosphere and implement and monitor the school’s behaviour and any related policies and procedures. Invigilate tests and examinations as directed. | 5 |
| 5. | Under the direction of the Achievement Leader SEND/Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil’s community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals and education welfare officers, in order to meet the personal and educational needs of individual pupils. | 5 |
| 6. | Contribute to the care, health and welfare of pupils in accordance with the school’s health and safety and related policies. | 5 |
| 7. | As required, contribute to specific aspects of teaching, learning and personal development, for example swimming, school visits, etc. | 5 |
| 8. | Contribute to the order and cleanliness of the classroom environment. This may involve tidying the class, cleaning up spills, etc. | 5 |
| 9. | Complete any other reasonable tasks that may be requested by your line-manager. | 5 |

**CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies, including those for behaviour and child protection. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy environment. They should be involved with promoting the acceptance and integration of pupils with special educational needs and assisting pupils for whom English is a second language.

All Staff will be expected to undergo training related to their role and also participate in the school’s appraisal scheme.

This job description will be reviewed annually as part of each person’s appraisal interview.

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| **Supervisory Management:** | None |
| **Physical Effort:** | Classroom equipment, materials and resources. |
| Working Environment: | There could be frequent requirement to deal with vomit and bodily fluids when children are unwell or when following care plans. |

**The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

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| **Name:** | ------------------------------------------------------------------- |
| **Signed:** | ------------------------------------------------------------------ |
| **Date:** | --------------------------------------------------------------------- |
| **Line Manager:** | ------------------------------------------------------------------- |
| **Date:** | ------------------------------------------------------------------ |