Lancashire County Council

Job description for the post of: Teaching Assistant 2

Directorate: Children and Young People			**Location:** Garstang, Lancashire, PR3 1PB		
Establishment or team:	Garstang St Thomas CE School			**Post number:**	2026_1
Grade: SCP 4-6 £13.48 p/hr		**Line manager:** Class teacher/ SENCO		**Car user:** N/A	
Staff responsibility: N/A		**Number of staff directly supervised:** 0		**Which business plan covers this post?** N/A	

Core Purpose

Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.

Corporate Objectives
Lancashire a place where people can

- Feel safe
- Lead healthy lives
- Get help if they need it
- Learn and develop
- Work and prosper
- Travel easily and safely
- Enjoy a high quality environment

The purpose of this job is:

Under the teacher's clear guidance, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationship with pupils.

Core tasks

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To assist in the monitoring/recording of pupil progress, problems and developmental needs.
- To assist in the production of teaching aids.
- To undertake routine classroom administrative tasks including class lists.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes
- To liaise with the school's nominated person in respect of pupil absence.
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- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for administering pupil work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.

To support the use of ICT in learning activities

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by: Jim Blakely, Headteacher **Date:** 24/11/26

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment
This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification Form

Post Title - Teaching Assistant - Level 2

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	E	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy		
Experience		
Experience of working with or caring for children of relevant age	E	A
Experience of working in a relevant classroom/service environment	D	A
Experience of Administrative work	D	A
Experience of supporting pupils with challenging behaviour	D	A
Experience of working with or caring for children with SEN	E	A
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	A/I
Ability to relate well to children	E	A/I
Ability to work as part of a team	E	A/I
Good communication skills	E	A/I
Ability to supervise and assist pupils	E	A/I
Time management skills	D	A/I
Organisational skills	D	A/I
Knowledge of classroom roles and responsibilities	D	A/I
Knowledge of the concept of confidentiality	E	A/I
First Aid Certificate	D	A/I
Administrative skills	D	A/I
Good numeracy and literacy skills	E	A/I
Ability to make effective use of ICT	D	A/I
Flexible attitude to work	E	A/I
Other		

Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people	E E	A/I A/I
Special Requirements Ability and drive to develop and sustain a positive and supportive relationship with an individual child. Ability to support the Christian ethos of this Church of England School	 E E	 A/I A/I