

## Job Description- Teaching Assistant Grade 2



Employee Name:
Date:
Job Title:
Scale: TA2
Line Manager:
Hours:

### **JOB PURPOSE**

To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

### **OUTLINE RESPONSIBILITIES AND TASKS**

Under the direction of and within an education plan provided by the classroom teacher:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- Within competence to assist the teacher in the delivery of educational and developmental work programmes.
- To monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children.

### **QUALIFICATIONS REQUIRED (ESSENTIAL)**

Qualified Status: Maths & English GCSE qualification at Grade C or above and a qualification at Level 3 or above.

The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

### **To adhere to the ethos of the school**

To promote the agreed Church vision and aims of the school

To set an example of personal integrity and professionalism

Attendance at appropriate staff meetings and parents evenings

Establishing and maintaining relationships with school staff and parents

### **Performance Management**

To participate in appropriate professional development. Adhere to the principle of performance management and collect evidence to support the achievement of own objectives.

### **Health & Safety**

To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures.

To attend/ complete and training required.

### **Other**

Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school, as directed by the HT.

### **Review and Amendment**

This job description is subject to annual review.

It may be amended at the request of the Head Teacher or the employee, but only after full consultation with the post holder. It will be signed upon agreement.

Job Description issued by the Headteacher:

Signed: \_\_\_\_\_ Headteacher Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Post Holder Date: \_\_\_\_\_

## GRADES 1 AND 2

### JOB RESPONSIBILITIES AND TASKS may include:

Under the direction and control of the Classroom Teacher

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Contributing to the planning and needs of the Foundation Stage relating to the individual needs of pupils and students.
- Contributing to the planning of work to meet the needs of pre school children.
- Contributing to the formulation of Individual Education Plans including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- Assistance with the physical manipulation of objects and equipment.
- General supervision, counselling and discipline of children and students, within the procedures of the school and/or service.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including:
  - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - (ii) the changing of soiled clothing including its disposal in the appropriate way;
  - (iii) assisting with children's injuries and where qualified, administering basic first aid;
  - (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff;
  - (v) to assist with the identification and monitoring of children's general health and welfare.
- Helping the teacher with tasks.
- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Answering questions from pupils.
- Providing support for the Literacy and Numeracy Strategies.
- Giving spelling exercises if appropriate to the needs of the pupils.
- Assisting with supervision of children within the school.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.