



JOB DESCRIPTION

Job Title: Teaching Assistant Level 2

Grade: Grade 2

Allowance: SEN

1.0 JOB PURPOSE

- 1.1 To support teaching staff in the development and education of pupils, including the provision of specialist skills as appropriate

2.0 DUTIES AND RESPONSIBILITIES

Support for Pupils

- 2.1 Support the activities of individual pupils and groups of pupils and participate in their education, including contributing to their health and wellbeing.
- 2.2 Support pupils with special educational needs, including:
- 2.2.1 sensory and/or physical impairment;
 - 2.2.2 cognition or learning difficulties;
 - 2.2.3 behavioural, emotional and social development needs;
 - 2.2.4 communication and interaction difficulties.
- 2.3 Assist with the physical care and medical needs of pupils, including feeding, toileting and mobility support, in line with the Academy's guidance.
- 2.4 Collaborate with teachers, therapists and other staff to implement effective teaching strategies and interventions.
- 2.5 Foster a positive and inclusive classroom environment that encourages pupil engagement and participation.
- 2.6 Support Gifted and Talented pupils, as appropriate.
- 2.7 Support pupils during school activities, educational visits, outings and events.

Support for the Teachers

- 2.8 Provide support for learning activities by
- 2.8.1 supporting the teacher in the planning and evaluation of learning activities;
 - 2.8.2 supporting the delivery of learning activities.
- 2.9 Support the organisation of effective learning environments and the maintenance of appropriate records.
- 2.10 Support literacy and numeracy activities within the classroom.
- 2.11 Support the maintenance of pupil safety and security.
- 2.12 Contribute to the management of pupil behaviour by:
- 2.12.1 promoting school policies in relation to pupil behaviour;
 - 2.12.2 supporting the implementation of strategies to manage pupil behaviour.
- 2.13 Undertake routine marking in line with school policy.



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- 2.14 Provide appropriate clerical and administrative support, for example photocopying and administering coursework.
- 2.15 Monitor and record pupil progress and provide appropriate feedback to teachers and parents/carers.

Support for the School

- 2.16 Provide support to colleagues and contribute positively to effective team working.
- 2.17 Develop own effectiveness within the support role.

Support for the Curriculum

- 2.18 Support the effective use of information and communication technology within the classroom.
- 2.19 Work as required across the curriculum and in all Key Stages within the school, as appropriate to training and experience.

3.0 GENERAL RESPONSIBILITIES

- 3.1 Promote and safeguard the welfare of children and young people for whom the postholder is responsible or with whom they come into contact.
- 3.2 Ensure all duties are carried out with due regard to Health and Safety requirements.
- 3.3 Participate in appropriate professional development and adhere to the principles of performance management.
- 3.4 Adhere to the ethos of the school and Trust, including:
 - 3.4.1 promoting the agreed vision and aims of the school and Trust
 - 3.4.2 setting an example of personal integrity and professionalism;
 - 3.4.3 attending appropriate staff meetings and parents' evenings within working hours.
- 3.5 Undertake any other duties commensurate with the grade and nature of the post to ensure the smooth running of the school.

4.0 SUPERVISION RECEIVED

- 4.1 Supervisors Job Title: Pathway Lead/SLT
- 4.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor

5.0 SUPERVISION GIVEN

- 5.1 None

6.0 SPECIAL CONDITIONS

- 6.1 Safeguarding
 - 6.1.1 This post is covered by Part 7 of the Immigration Act 2016 and therefore the ability to speak fluent English is an essential requirement of the role
- 6.2 Physical and Personal Care
 - 6.2.1 Providing physical and personal care is an essential requirement of the role. The post holder must be willing and able to assist pupils with changing, dressing and undressing, personal care, and moving and handling as required, following appropriate training and individual pupil guidance.



Wilson Stuart School

A Special Academy



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