|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | |
| **Job Title:** |  | Teaching Assistant Level 2 | | **Grade**: Level 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 individuals or groups of children. Participate in the education of children, including contributing to their health and well-being | | |
|  | **2.2** | Support children with special needs (if appropriate to the focus of the role)   * Sensory and/or physical impairment * Cognition or learning difficulties * Behavioral, emotional and social development needs * Communication and interaction difficulties | | |
|  | **2.3**  **2.4**  **2.5** | Assist with the physical care and medical needs of students, including feeding, toileting, and mobility support in line with the academies guidance  Collaborate with teachers, therapists, and other staff to implement effective teaching strategies and interventions.  Foster a positive and inclusive classroom environment that encourages student engagement and participation. | | |
|  | **2.4**  **2.5** | Support for Gifted and Talented pupils  Support students during school activities, outings, and events. | | |
|  | **Support for the teacher(s)** | | | |
|  | **2.5** | Provide support for learning activities by | | |
|  |  |  | Supporting the teacher in the planning and evaluation of learning activities | |
|  |  |  | Supporting the delivery of learning activities | |
|  | **2.6** | Support in organising effective learning environments and maintaining  appropriate records | | |
|  | **2.7** | Support literacy and numeracy activities in the classroom | | |
|  | **2.8** | Support the maintenance of pupil safety and security | | |
|  | **2.9** | Contribute to the management of pupil behavior by | | |
|  |  |  | Promoting school policies with regard to pupil behaviour | |
|  |  |  | Supporting the implementation of strategies to manage pupil behaviour | |
|  | **2.10** | Undertake routine marking in line with school policy | | |
|  | **2.11**  **2.12** | Provide clerical/admin. support, e.g., photocopying, collecting money,  administer coursework  Monitor and record student progress, providing feedback to teachers and parents. | | |
|  |  | **Support for the school** | | |
|  | **2.12** | Provide support to colleagues | |  |
|  | **2.13** | Develop your own effectiveness in a support role | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Support for the curriculum** | | | | |
|  | **2.14**  **2.15** | Support the use of information and communication technology in the classroom  Work as required across the curriculum and in all Key Stages within the school as  appropriate to their training and experience. | | |
|  |  |  |  |  |
|  | | | | |
|  | **2.16** | Individuals have a responsibility for promoting and safeguarding the welfare of children  and young people he/she is responsible for or comes into contact with. | | |
|  | **2.17** | To ensure their tasks are carried out with due regard to Health and Safety | | |
|  | **2.18** | To participate in appropriate professional development including adhering to the principle of performance management. | | |
|  | **2.19** | To adhere to the ethos of the school | |  |
|  |  |  | To promote the agreed vision and aims of the school | |
|  |  |  | To set an example of personal integrity and professionalism | |
|  |  |  | Attendance at appropriate staff meetings and parents evenings within working hours | |
|  | **2.20** | Any other duties as commensurate within the grade and nature of the post in order to ensure the  smooth running of the school | | |
| **OBSERVANCE OF THE CITY COUNCIL’S/Academy’s**  **EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED** | | | | |
| **3.0** | **SUPERVISION RECEIVED**: | | |  |
|  | **3.1** | **Supervising Officer’s Job Title:** | | Class Teacher / Form Tutor |
|  | **3.2** | LEVEL OF SUPERVISION | |  |
|  |  | 1. Left to work within established guidelines subject to scrutiny by supervisor | | |

|  |  |
| --- | --- |
| **4.0** | **SUPERVISION GIVEN**: (excludes those who are **indirectly** supervised ie through others) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | **Grade** | **No of Posts** | **Level of Supervision (as**  **in 3.2 above)** |
| * Use 1, 2 or 3 as in 3.2 | |  |  |

|  |  |  |
| --- | --- | --- |
| **5.0** | **SPECIAL CONDITIONS:** | |
|  | **5.1** | See The Education (Specified Work) (England) Regulations 2012  **5.2 Safeguarding** Enhanced DBS is essential. *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.* |

Job description issued by:

Helen Taylor, HR Manager on behalf of Simon Harris, Executive Head