

## **Teaching Assistant Level 2**

### **Job Description**

#### **Grade: GR2**

#### **1. Job Purpose**

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

#### **2. Key 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)
  - 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
  - 2.2.5 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- 2.3 Support for Gifted and Talented pupils

##### **Support for the teacher(s)**

- 2.4 Provide support for learning activities by
  - 2.4.1 Supporting the teacher in the planning and evaluation of learning activities
  - 2.4.2 Supporting the delivery of learning activities
- 2.5 Support in organising effective learning environments and maintaining appropriate records
- 2.6 Support literacy and numeracy activities in the classroom

- 2.7 Support the maintenance of pupil safety and security
- 2.8 Contribute to the management of pupil behaviour by
  - 2.8.1 Promoting school policies with regard to pupil behaviour
  - 2.8.2 Supporting the implementation of strategies to manage pupil behaviour
- 2.9 Undertake routine marking in line with school policy
- 2.10 Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework

### **Support for the school**

- 2.11 Provide support to colleagues
- 2.12 Develop own effectiveness in a support role

### **Support for the curriculum**

- 2.13 Support the use of information and communication technology in the classroom
- 2.14 Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

### **General**

- 2.15 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.
- 2.16 To ensure their tasks are carried out with due regard to Health and Safety
- 2.17 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.18 To adhere to the ethos of the school
  - 2.18.1 To promote the agreed vision and aims of the school
  - 2.18.2 To set an example of personal integrity and professionalism
  - 2.18.3 Attendance at appropriate staff meetings and parents evenings within working hours

- 2.19 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

### 3. Supervision Received

Supervising Officer's Job Title: \_\_\_\_\_

#### 3.1 Level of supervision:

1. Regularly supervised with work checked by supervisor
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

#### 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

### 5. Special Conditions

#### 5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	NVQ Level 2 qualification	AF/C
	Good numeracy and literacy skills	AF/I/T
	Good ICT skills	AF/I/T
<b>Experience</b> Relevant work and other experience	Experience of working with children	AF/I
	Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals	AF/I

	Some experience of using ICT effectively	AF/I
	Knowledge of policies and codes of practice/legislation	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b>	AF/I
	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	A good understanding of child development and learning processes	AF/I
	The ability to follow instructions from the teacher and also be able to work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	The experience of and the ability to deal positively with children and parents	AF/I
	The ability to manage behaviour effectively	AF/I
	The ability to implement assessment for learning under the guidance of the teacher	
	Show initiative and work independently	
<b>Training</b>		
<b>Safeguarding</b>	Enhanced DBS is essential.  <i>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.</i>	
<b>Other</b>	Enjoy working with children	AF/I