

Job Description

Post Title:	Teaching Assistant Level 2
Post Grading:	Grade 3, points 5-6
Hours:	30 hours, 39 weeks a year (part-time, term-time + 1 week)
Salary:	£24,790 to £25,183 (pro rata to £17,347 to £17,622)
Contract Type:	Fixed term to August 2025
Responsible to:	Principal
Date:	December 2024

Overall Purpose of the Post:

To work under the direct supervision of teachers to provide support for teaching and learning and associated activities in accordance with Academy development plans, policies and procedures.

Major Objectives:

These will include, as appropriate, those that reflect the Trust's key value: "Winning Hearts, Inspiring Minds" through Collaboration, Inspiration, Diversity and Community.

1. To support the teacher in implementing planned learning activities.
2. To support the teacher in monitoring, assessing and recording pupil progress/activities.
3. To provide learning and care support for pupils with special educational needs (SEN) to help them to work towards the outcomes on their education and health care plan (EHCP).
4. To build a positive relationship with pupils, promoting high self-esteem, independence and social inclusion.
5. To use effective behaviour management strategies consistently in line with the Academy's policy and procedures.
6. To promote high standards of behaviour, responding to incidents in line with the Academy's behaviour policy.
7. To be proactive in matters relating to health & safety and child protection/safeguarding.
8. To provide general support for whole class learning activities, supporting individuals or small groups of students.
9. To maintain accurate records and assist in administrative tasks.
10. To give sound advice to parents/carers for their child's education.
11. To support the aims, values and ethos of the Trust and the Academy.
12. To be a positive role model in terms of dress, punctuality and attendance.
13. To share and adopt best practice and good ideas with other staff.
14. To implement and promote Trust and Academy policies and procedures.

Key Responsibilities

1. To implement planned learning activities, adjusting activities according to pupils' responses, fostering independence and self-esteem.
2. To participate in planning and evaluation of learning activities with the teacher.
3. To support the teacher in monitoring, assessing and recording pupil progress/activities.
4. To provide feedback to the teacher on pupil progress and behaviour.
5. To respond effectively to children in a stimulating learning environment using a variety of strategies and techniques.
6. To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
7. To assist in the development of individual development plans for pupils.
8. To support pupils in social and emotional well-being.
9. To implement child protection procedures and to support children and families through crisis.
10. To work with individual pupils with special educational needs.
11. To work with pupils for whom English is not their first language (EAL).
12. To assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
13. To assist in escorting and supervising pupils on educational visits and out of school activities.
14. To support and develop parental participation and relations with the community.
15. To work co-operatively and effectively within a professional team whilst respecting each person's abilities and aptitudes.
16. To work collaboratively with other professionals from a variety of disciplines, such as speech therapists and occupational therapists.
17. To contribute to staff meetings relating to all relevant and current topics.
18. To participate in both formal and informal staff training activities in order to maintain and update knowledge.

This job description is illustrative of the general nature and level of responsibility of the role and you may be required to do other duties appropriate to the level of the role.

Teaching Assistant L2 - Person Specification

Ref	Criteria	E/D	App	Ref	Int
1. Qualifications and Training					
1a	A level of numeracy and literacy sufficient to carry out the duties of the post (min Grade C/Level 4 GCSE Maths & English)	E	✓		✓
1b	Hold or working towards a level 2 or higher qualification in a subject relevant to teaching and learning, or equivalent work experience	E	✓		✓
2. Knowledge, Skills and Experience					
2a	Experience of working in Early Years and Primary education	E	✓	✓	✓
2b	Experience of working with pupils with Special Educational Needs	D	✓		✓
2c	Experience of working with pupils with English as an Additional Language (EAL)	D	✓		✓
2d	Good understanding of safeguarding legislation and safeguarding practices in a primary setting	E	✓		✓
2e	Experience of positive interactions with parents/carers and within the wider school community	E	✓	✓	✓
2f	Evidence of further development and training	D	✓	✓	✓
3. Other Requirements					
3a	A genuine commitment to the principles of inclusion and the success of every child	E	✓	✓	✓
3b	Able to understand and follow verbal instructions.	E	✓	✓	✓
3c	Able to respect confidentiality and work sensitively with both pupils and adults.	E	✓		✓
3d	Able to recognise discrimination in its many forms, and bring into practice relevant Trust and Academy policies and procedures.	E	✓		✓
3e	Willingness to undergo training and professional development.	E	✓		✓
3f	Able to adapt to new legislation, policies and procedures.	E	✓		✓
3g	Able to use own initiative to problem solve and a willingness to embrace change.	E	✓		✓
3h	Able to prioritise and meet deadlines with unexpected, changing and urgent demands.	E	✓		✓
3i	Able to work as part of an Academy team and as the wider Trust, working in alignment with the Trust's vision and values.	E	✓		✓

E – Essential, D – Desirable

App – Application Form, **Ref** - Reference, **Int** - Interview (certificates to be provided)