



## **Teaching Assistant Level 2 - Job Description**

**Reports to:** Headteacher

**Pay grade range:** D 3-4

### **Summary:**

Teaching Assistant work under the supervision of the class teacher and SLT.

### **Main Responsibilities:**

- Assist with the planning, development and implementation of pupil education/behaviour plans and personal care programmes to ensure that the school's health and safety and behaviour policies are maintained.
- Supervise and support pupils in the learning environment including more in depth support for these with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Assist pupils within the class, individually and in small groups, in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum.
- Provide routine clerical and other support to meet service delivery requirements.
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support pre-defined learning activities to meet the needs of pupils and the curriculum.
- Prepare, maintain and use equipment and resources required to meet lesson plans / learning activities to meet the needs of pupils and the curriculum.
- Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.



- Monitor resource levels and reporting to class teachers.
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.
- Mark pupil work in line with the school policy and feedback to the class teacher
- Complete SEN working records and attending multi agency meetings where appropriate.

#### **General Responsibilities:**

- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education.
- Undertake any other duties and responsibilities commensurate with the level of post as required.

**Person Specification:**

<b>Criteria</b>	<b>Essential or Desirable</b>
Experience of working with children who have a wide variety of educational needs	Essential
GCSE grade A to C or equivalent academic qualification in Maths and English	Essential
A school relevant NVQ level 2 or above, OR Two years minimum satisfactory experience as a TA	Desirable
Knowledge of how children develop	Essential
Knowledge of how to support children in literacy and numeracy	Essential
Knowledge of supporting children with SEN	Essential
Knowledge of how children learn and how to motivate them	Essential
Able to work with an individual or a group	Essential
Able to reinforce teaching points during teacher input	Essential
Able to clear up misunderstandings and sort out misconceptions	Essential
Able to teach new concepts as agreed with the class teacher	Essential
Able to model acceptable behaviour	Essential
Able to provide strategies for spelling, reading, number skills	Essential
Able to extend children's thinking skills	Essential
Able to assess children's understanding of text and reading skills	Essential
Able to assess children's understanding of maths concepts	Essential
Able to discuss with children their understanding of learning objective	Essential
Able to suggest ways of developing learning	Essential
Able to provide support to less experience TAs	Desirable
Able to encourage good social skills	Essential
Able to update assessments and individual education programmes	Essential
Able to take an active involvement in medium-term planning.	Essential