



Job Description

KEY INFORMATION	
Post title:	Teaching Assistant Level 2
Grade:	4
Responsible to:	SENCo
Responsible for:	N/A

OVERALL PURPOSE OF JOB
Support teaching and learning by working with individual students or small groups of students, under the direction of the teacher, SENCo or other colleagues.

MAIN DUTIES AND RESPONSIBILITIES	
1	Under direction and guidance, work with individual students or small groups of students as directed, to implement planned learning activities
2	Support students in class as and where required, under the direction of the class teacher
3	Participate in the planning and evaluation of learning activities, adapting work and activities as directed
4	Assist with the assessment and monitoring of student progress by providing feedback on students' achievements and progress, including keeping accurate records
5	Assist with the development of individual plans for students by providing feedback
6	Support students with their personal and social development
7	Provide information and attend meetings with staff, parents/carers and other external professionals as and when required, under the guidance of the class teacher, SENCo or member of SLT
8	Understand and support independent learning and inclusion of all students
9	Accompany other staff and students on school visits, trips and in other activities outside of the classroom, taking responsibility for specific students or small groups as directed
10	Undertake routine administrative and clerical tasks as and when required
11	Assist students with eating, dressing and personal hygiene where required, whilst



	also encouraging independence
12	May be given areas of responsibility within the school that are appropriate to specific skills, knowledge and experience, for example in maintaining curriculum resources in a particular subject area, preparing displays, etc.

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE English and maths at grade C/grade 4 or above, or equivalent qualifications
2	<i>Level 2 qualification in Supporting Teaching and Learning, or other relevant qualification (desirable)</i>
3	<i>Further qualifications, e.g. A levels, degree (desirable)</i>
Experience	
1	Experience working with children or young people
2	<i>Experience working in a school or educational setting (desirable)</i>
3	<i>Experience of working with children or young people with SEND and/or challenging behaviours (desirable)</i>
Skills/Knowledge/Abilities	
1	Knowledge of child development and children's personal development needs
2	Ability to employ strategies which promote good behaviour and discipline
3	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
4	Good written and verbal communication skills with the ability to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers
Personal Attributes	
1	Ability to work successfully alone and as part of a team
2	Ability to work well under pressure and manage competing deadlines
3	Where appropriate, the ability to participate fully in planned physical interventions, in student personal care routines and in moving and handling students with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures and after undergoing appropriate training
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour



EXCEL
LEARNING
TRUST

3

Satisfactory Enhanced DBS check