



## JOB DESCRIPTION

<b>POSITION:</b>	Teaching Assistant Level 2
<b>REPORTS TO:</b>	Headteacher
<b>PAYSCALE:</b>	NJC range points 5 - 6 based on skillset and experience
<b>CONTRACT:</b>	Temporary
<b>LOCATION:</b>	Clee Hill Community Academy

### PURPOSE OF THE JOB

The Teaching Assistant will:

- Work with class teachers and the SENCO to support the learning and attainment of pupils, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to ensure they can access the curriculum, take part in learning and experience a sense of achievement.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support the class teacher with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan how they will support the inclusion of pupils in the learning activities.

## **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals where appropriate, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Develop effective professional relationships with colleagues.

## **Support for the school**

- Contribute to school-wide activities, events and initiatives.
- Uphold Trust and school policies, values and behaviour systems.
- Health and safety.
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.

## **Personal Development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

## **Additional Services**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

<b><u>PERSON SPECIFICATION – Teaching Assistant Level 2</u></b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)</li> <li>▪ GCSEs at grades 9 to 4 (A* to C) including English and Maths</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with children</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>▪ Knowledge of guidance and requirements around safeguarding children</li> <li>▪ Understanding of effective teaching methods</li> <li>▪ Knowledge of how to successfully support learning activities for an individual or group of children</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Good literacy and numeracy skills</li> <li>▪ Good organisational skills</li> <li>▪ Ability to build effective working relationships with pupils and adults</li> <li>▪ Skills and expertise in understanding the needs of all pupils</li> <li>▪ Excellent verbal communication skills</li> <li>▪ Active listening skills</li> <li>▪ The ability to remain calm in stressful situations</li> <li>▪ Good ICT skills, particularly using ICT to support learning</li> <li>▪ Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Enjoyment of working with children</li> <li>▪ Sensitivity and understanding- to help build good relationships with pupils</li> <li>▪ Committed- to the safeguarding of our students and providing the best in class education</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Accountable- Uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>▪ Enthusiastic- highly motivated with an enquiring mind and passion for excellence</li> <li>▪ Reflective- positive attitude and self-critical</li> <li>▪ Resilient -with the ability to handle high levels of pressure and be able to meet deadlines</li> <li>▪ Bold and brave- with thinking, decision making and enactment, never settling for 'good' and always striving for excellence</li> <li>▪ Role model- by leading by example, and having the drive to develop the capabilities of others</li> </ul>	
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February 2026