Learning for Life
Stronger together

Job Description: Teaching Assistant Level 2

The Directors and staff at the Learning for Life Education Trust schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

Role summary:

To support the class teachers, pupils and the school by:

1. Raising standards of achievement for all pupils
2. Promoting the social development of all pupils
3. Providing support for pupils, either in small groups or on a one to one basis, mostly in class but sometimes out of the classroom.

Key tasks and activities:

1. Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.
2. Supervise and support pupils in the learning environment including more in-depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
3. Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) 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 (for example literacy, numeracy, ICT)
4. Use knowledge of behaviour management and communication strategies to deal with low level disruption by pupils in class.
5. Assist with the supervision of pupils out of lesson times to enhance service delivery.
6. Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, collecting money, checking homework).
7. 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.
8. Administer pupil assessments and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum.
9. Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupil's work to support pre-defined learning activities to meet the needs of pupils and the curriculum.
10. Prepare, maintain and use equipment and resources required to meet lesson plans/ learning activities to meet the needs of pupils and the curriculum.
11. 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.
12. 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.
13. Gather and report information to and from parents/carers as appropriate to meet service delivery requirements.
14. Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.

15. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
16. 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.
17. To support and supervise children's personal hygiene and safety needs as required (including toileting and first aid).
18. To work in accordance with the requirements of the class teacher, team leader and senior leadership team.
19. Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post.

Line Manager: Class Teacher and/or Deputy Headteacher/Assistant Headteacher