

## Job Description Teaching Assistant Level Two

**Post title:** Teaching Assistant (Level 2)  
**School:** Turton and Edgworth CEM Primary School  
**Salary and grade:** Grade C Point 3-5 (£18,887 - £19,650 before pro rata)  
**Line manager:** Class Teacher / Key Stage Lead

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### Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
  - To provide general support to the class teacher in the organisation and management of pupils and the classroom.
  - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
  - To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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### Main responsibilities and tasks

#### Support for pupils:

1. Under the specific supervision of the class teacher, to work with an individual pupil and, at times, groups of pupils to deliver learning programmes.
2. To encourage the pupil/pupils to interact with others and engage in activities that are appropriate.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.

#### Support for the teacher:

5. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
6. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
7. To provide regular feedback to teachers and the family on the pupil's achievement and progress.

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8. To be aware of the planning of work and activities.
9. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

#### **Support for the curriculum**

10. To help adapt and plan the development resources necessary to lead learning activities.

#### **Support to the school**

11. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEND/Inclusion and data protection reporting all concerns to the appropriate named person.
12. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
13. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.
14. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
15. To attend relevant meetings and participate in training opportunities and professional development as required.
16. To adhere to school health and safety policy including risk assessment and safety systems.
17. To adhere to school policy on equality and diversity

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

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