

# Job Description

## Teaching Assistant L2 (TA2)



Job Category: Educational Support Staff

Reports to: Teacher or Headteacher (or another designated person)

Line manages: N/A

### **Purpose of the Role**

To work with children and young people as directed, providing support to the Head of School and teacher across a range of child centred activities which promote child development and learning. To take responsibility for some specific tasks as listed below.

### **Key Duties and Responsibilities**

- Assist with the planning and preparation of activities and preparation of the classroom, and in the delivery of local and national initiatives, for example – literacy, numeracy.
- Participate in the preparation of the classroom.
- Monitor children's needs reporting these to a designated person. Keep records as required by the school. Have familiarity with all relevant EHCPs specific to the child.
- Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
- Support those with special needs.
- Carry out reasonable daily personal care/hygiene duties and administer basic first aid.
- Assist with the movement of children in and around School.
- Provide cover in classes as direct by Senior Leaders.
- Supervise children over break and lunch periods.
- Be responsible for particular learning areas, including planning and preparation of activities and meeting appropriate deadlines.
- Assist with planning for school visits.
- Contribute to the development of Individual Education Plans.
- Be responsible for specialist equipment.
- Help organise and participate in meetings with parent/carers.
- Plan and deliver physio and sensory integration programmes as advised by professionals.
- Monitor progress and keep up to date record in line with school expectations.
- Liaise with professionals and school staff to implement programmes.
- Attend relevant training and share knowledge with staff as required.
- Monitor use of equipment and report to relevant staff and professionals
- Provide written reports as requested in discussion with the class teacher and Senior Leaders
- Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

### **General**

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**