

Teaching Assistant Level 2

**19.5 hours per week
38 weeks per year**

Information for Applicants' Pack

Contents

- Method of application
- Job Description
- Person Specification



METHOD OF APPLICATION

1. Completed application form (no CV)
2. Statement in support of your application
 - supporting statement to focus on:
 - candidate's previous experience which will help in successfully meeting the requirements of this post
 - essential skills and personal qualities identified in the person specification
3. Enquiries to: Mrs Clare Hayes, Head teacher
on headteacher@marlcliffe.sheffield.sch.uk or 0114 2344329
4. Applications returned to:

The Head teacher
Marlcliffe Primary School
Marlcliffe Road
Sheffield
S6 4AJ
5. Closing date: Friday 4th July 2025
Interview date: Friday 11th July 2025



CITY of SHEFFIELD

JOB DESCRIPTION

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	
POST TITLE	NJC CURRICULUM SUPPORT LEVEL 2
ROLE PROFILE	LD2.5
JOB NUMBER	SCH/CS/LD/016
GRADE	3
RESPONSIBLE TO	CURRICULUM RESOURCE SUPPORT TEAM LEADER
RESPONSIBLE FOR	N /A
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	UNDER THE INSTRUCTION/GUIDANCE OF SENIOR STAFF: PROVIDE GENERAL SUPPORT IN A SPECIFIC CURRICULA/RESOURCE AREA, INCLUDING PREPARATION AND MAINTENANCE OF RESOURCES AND SUPPORT TO STAFF AND PUPILS.
RELEVANT QUALIFICATIONS	1. NVQ 2 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE 2. GOOD NUMERACY/LITERACY SKILLS

JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT LEVEL 2

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

1 SUPPORT FOR PUPILS

3. Support pupils in accessing learning activities under the guidance of the teacher
4. Provide feedback to pupils in relation to progress and achievement

2 SUPPORT FOR THE TEACHER

1. Create and maintain a purposeful, orderly and productive working environment
2. Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
3. Maintain records as requested
4. Ensure the health and safety and good behaviour of pupils at all times
5. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
6. Provide clerical/admin support

3 SUPPORT FOR THE CURRICULUM

1. Monitor and manage stock and supplies, cataloguing as required
2. Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
3. Demonstrate and assist others in safe and effective use of specialist equipment/materials
4. Undertake structured and agreed learning activities/teaching programmes

4 SUPPORT FOR THE SCHOOL

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access

to opportunities to learn and develop

3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance management as required
7. Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
