POST TITLE:	**Teaching Assistant Level 2**
RESPONSIBLE TO:	**SENCO and Headteacher**
GRADE:	**NJC Band 7 SCP 14 - 17**
WEEKS:	**39 working weeks, 47 paid weeks including holiday (Term time + 5 days)**
PURPOSE OF POST:	Under the direction of the Headteacher or SENCO to assist with the care and welfare of children within the school. Duties will include assisting the teacher in the delivery of the curriculum and work may be carried out in the classroom or outside the main teaching area.

Main duties/responsibilities

Support the pupil by

1. Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional, and educational development.
2. Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned and interact with them according to their individual needs.
4. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional, and educational needs of individuals and groups of children, including those with special needs.
5. Setting challenging and demanding expectations and promote self-esteem and independence of pupils.
6. Assisting with the development and implementation of individual Education/ Behaviour Plans and Personal Care programmes.
7. Promoting the inclusion and acceptance of all pupils.
8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
9. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

10. Undertaking programmes linked to learning strategies e.g., literacy and numeracy and recording achievement and progress and feeding back to the teacher.

11. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

12. Preparing, maintaining, and using equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support the teacher by

1. Monitoring the needs of individual children and reporting these to their designated supervisor as appropriate.

2. Assisting teaching staff in the planning and delivery of work programmes for individuals and groups of children. These programmes may be delivered in a supervised or unsupervised capacity.

3. Supporting teaching staff in the carrying out of home visits and in the liaison with outside agencies.

4. Assisting the teaching staff in the smooth transition between educational phases.

5. Creating and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

6. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and contribute to raising achievement.

7. Assisting with the planning of learning activities / lessons.

8. Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.

9. Providing detailed and regular feedback to the teacher on pupils' achievement, progress, problems etc.

10. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

11. Establishing constructive relationships with parents/carers.

12. Administering routine tests and undertake routine marking of pupils' work.

Support the school by

1. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.

2. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

3. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

4. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: May 2025

PERSON SPECIFICATION
TEACHING ASSISTANT LEVEL 2

Key

AF **Application form including personal statement**
S **Selection Process including interview**
R **Employment References**
C **Certificates**
D **Enhanced Disclosure and Barring Services Criminal Check**

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications & Education		
1.	NVQ Level 2 for Teaching Assistants or equivalent childcare related qualification	E	A, C
2.	GCSE Grade 4+ (A* – C) in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	E	A, C
3.	Qualifications/awards from sporting / musical / academic bodies	D	A, C
	Experience & Knowledge		
4.	Recent work experience of working with children of relevant age in a teaching and learning environment	E	A, S
5.	Understanding of classroom roles and responsibilities and Teaching Assistant's role	E	A, S
6.	Experience of working with wide range of children including those with Education, Health Care Plans	E	A, S
7.	Understanding of principals of child development and learning processes	E	A, S
8.	Experience of intervention delivery and planning	E	A, S
9.	Experienced / Trained First Aider	D	A, C
	Skills		
10.	Ability to communicate both orally and in writing with a range of different audiences	E	A, S
11.	Ability to self-evaluate learning needs and seek learning opportunities	E	A, S, R

	Criteria	Essential/ Desirable	Stage Identified
12.	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	E	A, S
	Personal Attributes		
13.	Commitment to own professional development and willingness to undertake training	E	A, R
14.	Ability to reflect on and develop own practice	E	S, R
15.	Persistence and resilience	E	S, R
16.	Commitment to setting high expectations for pupils and for them self	E	S, R
17.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
18.	Proven record of quality relationships with colleagues and children	E	S, R
19.	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S, R
20.	High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines	E	A, S, R
	Special Requirements		
21.	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
22.	Suitability to work with children/young people	E	D
23	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: May 2025