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| **Job Title: Teaching Assistant Level 2** |
| **Directly responsible to:** Executive Principle /Associate Head Teacher / Teaching Assistant Team Manager |
| **Directly responsible for:** working under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area |
| **Hours of Duty:** 32 hours 30 minutes per week  Term time only plus 5 Professional Development Days |
| **Grade: 2A** (SCP 6 – 17) |

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| **Main Duties and Responsibilities**  **Support for the Pupils**  Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities  Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes  Establish constructive relationships with pupils and interact with them according to individual needs  Promote the inclusion and acceptance of all pupils  Encourage pupils to interact with others and engage in activities led by the teacher  Set challenging and demanding expectations and promote self-esteem and independence  Provide feedback to pupils in relation to progress and achievement under guidance of the teacher |

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| **Support for the Teacher**  Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work  Use strategies, in liaison with the teacher, to support pupils to achieve learning goals  Assist with the planning of learning activities  Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed  Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.  Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour  Establish constructive relationships with parents/carers  Administer routine tests and invigilate exams and undertake routine marking of pupils’ work  Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.  **Support for the Curriculum**  Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses  Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher  Support the use of ICT in learning activities and develop pupils’ competence and independence in its use  Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use  **Support for the School**  Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person  Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop  Contribute to the overall ethos/work/aims of the school  Appreciate and support the role of other professionals  Attend and participate in relevant meetings as required  Participate in training and other learning activities and performance development as required  Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime  Accompany teaching staff and pupils on visits, trips and out of school activities as required and  take responsibility for a group under the supervision of the teacher    **Knowledge and Skills**  To be qualified at NVQ Level 2 or possess a relevant qualification  Appropriate knowledge of first aid  Effective use of ICT to support learning  Use of other equipment technology – video, photocopier  Understanding of relevant polices/codes of practice and awareness of relevant legislation  General understanding of national/foundation stage curriculum and other basic learning programmes/strategies  Basic understanding of child development and learning  Ability to self-evaluate learning needs and actively seek learning opportunities  Ability to relate well to children and adults  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |

**Review Arrangements:**

**The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Academy will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.**

Received and accepted by ……………………………………………………

Executive Principlal …………………………………………………………

Date ……………………………………………………….