

Job Description & Person Specification - Teaching Assistant Level 2

TA2	To work 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.
SUPPORT FOR PUPILS	
<ul style="list-style-type: none"> • Supervise and provide support for individual pupils and small groups, including those with additional needs, to enable access to learning • Assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes for pupils as required • 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 the guidance of the teacher 	
SUPPORT FOR TEACHERS	
<ul style="list-style-type: none"> • 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 • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • Provide detailed and regular feedback to teachers on pupils' achievement, progress and any concerns • 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 	
SUPPORT FOR THE CURRICULUM	
<ul style="list-style-type: none"> • Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses • Deliver targeted support and intervention programmes (e.g. literacy, numeracy, or other strategies), recording achievement and progress and feeding back to the teacher • Support the use of ICT in learning activities and develop pupils' competence and independence • Prepare, maintain and use equipment/resources required to meet lesson plans and assist pupils in their use 	
SUPPORT FOR THE SCHOOL	
<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns appropriately • Support diversity and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos, aims and values of the school • Work collaboratively with teaching staff and other professionals • Attend and participate in relevant meetings as required • Participate in training, learning activities and performance development • Assist with the supervision of pupils out of lesson times, including breaktimes and lunchtimes • Accompany staff and pupils on trips and activities, taking responsibility for groups under teacher supervision • Work flexibly across classes, year groups or key stages as directed 	

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

TA2 – Experience (Desired but not essential)	<ul style="list-style-type: none"> • Working with or caring for children of relevant age • Experience of working with children with ADHD / ASD
Qualifications (Desired but not essential – opportunity to gain TA qualification once in post))	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Completion of DfES Teacher Assistant Induction Programme • NVQ 2 for Teaching Assistants or equivalent qualifications or experience • Training in the relevant learning strategies e.g. literacy • First aid training/training as appropriate
Knowledge & Skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Use of other equipment technology – video, photocopier • Understanding of relevant policies/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

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

School Ethos

All employees have a responsibility to:

- contribute to the Academy's vision to be 'first choice, locally respected and nationally recognised'
- support our pledge to make Priory a school where individuals 'learn to succeed'
- contribute to the four pillars of the Academy's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Funding

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance.

Note: We will always consider your references before confirming a job offer in writing

It is an offence to apply for the role if barred from engaging in regulated activity.