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**JOB OUTLINE**

**TEACHING ASSISTANT (GRADE 2)**

TERM‑TIME ONLY

**Grade:** Scale 3 - Point Range 5-6

**JOB PURPOSE**

To support the classroom teacher with their responsibility for the **development** and **education** of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

**OUTLINE RESPONSIBILITIES AND TASKS**

Under the direction of and within an education plan provided by the classroom teacher:

* Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
* Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
* Undertake those activities necessary to foster the intellectual and social development of children.
* Within competence to assist the teacher in the delivery of educational and developmental work programmes.
* To monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
* Assist the classroom teacher in the planning of work programmes for individuals and groups of children.

**QUALIFICATIONS REQUIRED (ESSENTIAL)**

The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

**SUPERVISORY RESPONSIBILITY**

None.

**SUPERVISION RECEIVED**

Classroom teacher/designated supervisor.

**PRINCIPAL CONTACTS**

Pupils, parents, classroom teacher/supervisor, other professional groups, other Teaching Assistants.