



**TEACHING ASSISTANT LEVEL 2  
JOB DESCRIPTION & PERSON SPECIFICATION**



## Teaching Assistant Level 2

**Grade:** 3, spine point 4

**Hours of work:** 35 hours per week (Term Time Only – working 38 weeks per year)

**Responsible to:** Principal, Senior Leadership Team, Teacher and Senior Teaching Assistant

### **Job Description**

The post holder will report to the Teacher/HLTA. Apart from other colleagues in the school, the main contacts of the job are: Principal, teaching staff, other support staff and pupils.

### **Main Purpose of the Job:**

Under the guidance of teaching/senior support staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils.

To support access to learning and provide general support for the school in the management of pupils and resources, as directed by senior staff.

### **Main Duties:**

#### **Support for pupils**

1. To work with small groups of children under the supervision of the teacher including the implementation of ILPs
2. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
3. Give regular feedback on children's progress to the class teacher and file records
4. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters
5. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
6. Promote the inclusion and acceptance of all pupils
7. Encourage pupils to act independently as appropriate
8. To occasionally supervise whole classes as required.

#### **Support for Teachers**

9. Provide curricular clerical/admin support, eg photocopying, making lists, collection of monies.
10. Under the direction of the teacher prepare the classroom for lessons and clear afterwards, including display work as appropriate
11. Undertake pupil record keeping as requested (eg provide a written statement on pupil progress to the teacher)
12. Assist in the development and implementation of behaviour management strategies.
13. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
14. Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.
15. Administer and assess routine tests and invigilate exams and undertake routine marking of pupils work.





## Support for the Curriculum

16. Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
18. Assist in the whole planning cycle, including the contribution to the development of lesson/ work plans and managing and preparing resources.

## Support for the School

19. Be aware of and comply with child protection procedure, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
20. Maintain high standards of health and safety at all times
21. Maintain good relationships with colleagues and work together as a team
22. Assist in the supervision of classroom and outdoor activities
23. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present
24. Contribute to the overall ethos/work/aims of the school
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
26. Attend relevant meetings
27. Participate in training, including relevant learning strategies and other learning activities and performance management where required

All elements of Specified Teaching Work undertaken by the post holder will be within the framework of the schools' Scheme of Supervision in line with the 2003 regulations and amended regulations 2007. In addition to HLTAs the regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Principals will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work' are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the principal should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A Teaching Assistant Level 2 may be called upon occasionally to provide cover supervision for a whole class for a session/lesson eg in an urgent situation. However, they will not be required to set or allocate work to the pupils, as this will be determined by the class teacher.

The Teaching Assistant must carry out his/her duties with full regard and commitment to the Governing Body and Wise Owl Trust Policies.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Wise Owl Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description, but are relevant to the work of the postholder.

This role, may require the post holder to work across or at any of the Academies within the Wise Owl Trust.

**Signed .....** **Print Name .....** **Date .....**





## Person Specification

### For this position, we are looking for:

- Experience of working with children of a relevant age
- Numeracy/literacy skills (at a level equivalent to Level 2)
- Relevant qualification/s
- Ability to relate well to children and adults
- An ability to work as part of a team
- An understanding of the role of the Teaching Assistant and other professionals working within the classroom and within other areas of the Academy
- The ability to use relevant technology, ie photocopier
- An understanding of national/early years curriculum and other basic learning programmes/ strategies
- A basic understanding of child development and learning
- A willingness to undertake paediatric first aid training as appropriate

### Personal style and behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work
- Self motivation and personal drive to complete tasks to the required timescales and quality standards
- The flexibility to adapt to changing workload demands and new Academy challenges
- Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils
- Personal commitment to continuous self-development

You must be willing to consent to an enhanced DBS and undertake the completion other safeguarding forms as required.

Staff should display a personal commitment to the Academy's professional standards, including dress code and code of conduct, at all times.

The Wise Owl Trust, Trustees and Governors are committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. All staff and volunteers will be expected to complete a DBS (disclosure and barring service) check and also complete any other safeguarding documentation as and when requested.

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.

