



### TEACHING ASSISTANT – LEVEL TWO (key activities/responsibilities will vary according to pupil age group that you work with)

Curriculum support	Pupil Support	Teacher support	School/service support
<ul style="list-style-type: none"> <li>Support pupils' learning as directed, in context of fostering independence and self-esteem, eg. Modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging pupils to reflect on their work.</li> <li>Contribute to curriculum planning and evaluation and assist in implementation, e.g. be involved in planning, delivery and evaluating a "block" of lessons.</li> <li>Assist in the introduction to the lesson and interact with the teacher and pupils as required.</li> </ul>	<ul style="list-style-type: none"> <li>Provide pupils with level and type of support specified by the teacher. This could include promoting increased attention and staying on task, helping with physical difficulties whilst encouraging independence.</li> <li>Support individual or groups of pupils during independent/group work (eg. explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus; supporting and challenging pupils; assisting in keeping pupils on task, interested, motivated and engaged)</li> <li>Support pupils in accessing the curriculum through interaction using appropriate language (including other forms of communication, e.g. Makaton) and extend play-based learning in both the indoor and outdoor classroom.</li> <li>Assist pupils in the development of communication skills and role play activity</li> <li>Assist in the personal, social and emotional development of pupils and in the development of self-esteem.</li> <li>Encourage and reinforce positive interactions between pupils working within any behaviour targets set.</li> <li>Identify any uncharacteristic behaviour patterns in pupils and report these to the teacher</li> <li>Be authorised to use physical intervention strategies following training, e.g. TEAM TEACH</li> <li>Monitor and provide for the general care, safety and welfare of pupils (excluding duties of designated first aider) including tasks connected with the social education of the pupil. Where pupils have SEN that</li> </ul>	<ul style="list-style-type: none"> <li>Monitor individual or group achievement of key objectives and feedback to the teacher</li> <li>Be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials as appropriate.</li> <li>Contribute to the assessment of pupils by teachers through observation and reporting</li> <li>Record information, verbally, in writing or online, relevant to the assessment and review of pupils' progress.</li> <li>Provide feedback to the teacher about the learning activities, responses to them and the support provided</li> <li>Support the implementation of strategies to respond to pupil behaviour and help pupils to regulate.</li> <li>Undertake appropriate administrative tasks, e.g. filing and storing examples of pupils' work.</li> </ul>	<ul style="list-style-type: none"> <li>Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.</li> <li>Participate in induction training for teaching assistants and staff review/performance process and make use of professional development opportunities.</li> <li>Maintain confidentiality according to organisation and legal requirements, adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school</li> <li>Be aware of and practise within equal opportunities policies and principles and health and safety regulations.</li> <li>Seek to prevent accidents and report these to the designated person in the school.</li> <li>Be aware of and practise according to the Keeping Children Safe in Education Policy</li> <li>Be available for work for 195 days a year (pro-rata if working less than a 5-day week) including attendance on training days</li> <li>Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post.</li> </ul>



	<p>includes the need for personal care, provide this within the H &amp; S guidelines as necessary</p> <ul style="list-style-type: none"><li>• Assist with the supervision of pupils, including accompanying small groups of pupils on trips off the school premises, under the supervision of the Trip Leader, in accordance with an appropriate risk assessment.</li><li>• Assist with the supervision of pupils, e.g. as they arrive/leave the class and at breaktime and when required at lunchtime.</li></ul>		
--	---	--	--