**Job Description: Grade 2 Teaching Assistant**

**Job Title:** Teaching Assistant

**Grade:** TA2 (Point Range 14‑17)

**School:** Hanbury C.E. First School

**Reporting to:** Head teacher

**Conditions of Service:** 30 hours per week

Term time only 39 weeks per academic year (195 days)

**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.

**General Duties:**

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy.

**Responsibilities Duties and Tasks**

Under the direction and control of the classroom teacher:

* Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
* Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
* Use specialist skills to foster the intellectual and social development of children.
* 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.

**SUPERVISORY RESPONSIBILITY**

None.

**SUPERVISION RECEIVED**

Classroom teacher.

**PRINCIPAL CONTACTS**

Pupils, head teacher, classroom teacher, other Teaching Assistants. In all contacts the post-holder will be required to present a good image of the school as well as maintaining constructive relationships.

**Under the direction and control of the Classroom Teacher ‑**

* To assist the teacher with learning activities generally in the classroom.
* Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils.
* To work with the class teacher to ensure the pupil’s Education Health Care Plan (EHCP) is fully implemented and contribute as necessary to any reviews.
* To specifically assist pupils with an EHCP either one-to one or within a group.
* Contributing to the formulation of Individual Education Plans including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
* To display and present children's work.
* To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of resources within the classroom.
* To prepare resources for lessons and activities.
* Assistance with the physical manipulation of objects and equipment.
* General supervision, counselling and discipline of children, within the procedures of the school.
* To assist the teacher in liaising with parents and professionals such as speech therapists.
* To assist at an appropriate level with the provision of general care and welfare of children including:

(i) assistance with the personal hygiene routine, e.g. toilet training, changing  
 of incontinent children, dressing and undressing;  
  
(ii) the changing of soiled clothing including its disposal in the appropriate way;  
  
(iii) assisting with children's injuries and where qualified, administering basic  
 first aid;  
  
(iv) (following consultation and agreement) to assist with the administering of  
 medicines under the direction of the appropriate trained staff;

(v) to assist with the identification and monitoring of children's general health  
 and welfare.

**Notes:**

* This post is subject to a criminal record check.
* The Head teacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* Reasonable adjustments will be considered as required by the Equalities Act.
* The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

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* The English fluency duty applies to this post. Person specifications should include that the post holder must have the ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

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