



Templefield Lower School

Teaching Assistant (Level 2) Job Description

Post Title: Teaching Assistant (Level 2)
Salary Scale: NJC Scale Points 3 – 4
Responsible to: Headteacher

Purpose of the Job

To support the class teacher in the teaching and welfare of the children in order to support their learning and development and to ensure their safety.

Main Duties and Responsibilities

Support for Pupils

- Provide support for pupils, including those with Special Educational Needs (SEN), ensuring their safety and access to learning activities. Whilst there may be a specific requirement to support a named pupil or pupils with an Education, Health and Care Plan (EHCP), support to other pupils may also be required. This may include toileting, other hygiene needs and help with dressing.
- Contribute to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans (PSPs) for pupils and help monitor progress towards their targets.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Set high expectations and promote self-esteem and independence.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Provide feedback to pupils in relation to progress and achievement, under the guidance of the teacher.
- In accordance with agreed school policies and procedures, administer first aid and medication, where needed, including assisting with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate professional.

Support for Teachers

- Under the direction of the teacher, provide teaching support for individual pupils or small groups.
- Monitor pupils' responses to learning activities and provide feedback to the teacher.
- Assist with the assessment and recording of pupils' progress and achievements.
- Promote high standards of behaviour and deal promptly with incidents in line with the school's policy, encouraging pupils to take responsibility for their own behaviour choices.
- Assist with the day to day classroom duties, such as photocopying, preparation of teaching materials and classroom resources, organising the use of audio/visual and ICT equipment and assisting with displays of children's work.

Support for the School

- Contribute to and promote the overall aims, objectives and ethos of the school.
- Be aware of and comply with all school policies and procedures, including those relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Maintain a positive, supportive attitude within the team and support the work of other professionals, such as the speech therapist and educational psychologist.
- Attend and participate in in-service training activities and relevant staff meetings.
- Participate in performance management arrangements and undertake training and development activities relevant to the role.
- Assist with the supervision of pupils out of lesson times, including at breaktimes and lunchtimes as required.

- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for a group under the supervision of the teacher.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Set an excellent example in terms of dress, punctuality and attendance.
- Undertake other duties of a similar nature and level, as directed by the headteacher.

This job description may be amended at any time following discussion between the governing body and the headteacher, and will be reviewed annually.

Signed (Employee) _____ Date _____

Signed (Headteacher) _____ Date _____