



Wembrook Primary School  
Job Description  
Teaching Assistant Level 2

### Curriculum Support

- Support individuals or groups during independent/group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Assist children in the development of communication skills in a wide range of activities.
- Assist in the personal, social and emotional development of children and develop positive self-esteem.
- Monitor and provide for the general care, safety and welfare of pupils according to school policy and health and safety guidelines.
- Assist with the supervision of pupils under the guidance of the responsible teacher in accordance with an appropriate risk assessment and LA guidance.

### Teacher Support

- Monitor individual or group achievement and feedback to the responsible teacher.
- Be actively involved in the classroom management and preparation of resources and teaching aids.
- Contribute if required to the assessment of pupils achievements.
- Record relevant information on the schools record sheets.
- Contribute to the content of I.E.P meetings.

- Ensure consistent delivery of the schools behaviour management policy.
- Undertake appropriate administrative tasks, such as:
  - Collecting money
  - Bulk photocopying for class teacher
  - Copy typing for displays
  - Filing
  - Preparing and setting up classroom displays under the direction of teachers
  - Collating children's reports
  - Inputting pupil data as required

### School Support

- Understand and follow school policies relevant to the role.
- Liaise effectively with parents/carers under the direction of the responsible teacher.
- To undertake any other duties under the guidance/direction of the responsible teacher or Head Teacher as requested.