

Job Description and Person Specification

Teaching Assistant Level 2



Preparation for life's journey

Job details	
Job title	Teaching Assistant Level 2
School	Gresham Village School and Nursery
Location	
Grade	Scale E (Point 7) £26,403 pro rata
Responsible to	Responsible to the Headteacher or Senior Teacher
Effective Date	1 st September 2026

Role and context
<p>Job purpose</p> <p>Working under the guidance of a qualified teacher provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. Provide cover for whole classes or large groups under an agreed system of supervision (cover supervisor role).</p>
<p>Context</p> <p>Job Family: Classroom and Pastoral</p>
<p>Other Job Information (e.g. any special factors or constraints)</p> <p>Liaise with teachers, teaching assistants, support staff, health professionals, educational psychologists, parents, visitors and volunteers.</p>

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Support to pupils	
Provide pastoral support to pupils as well as feedback on such issues as progress, achievement, behaviour and attendance, always seeking to establish productive relationships and acting as a role model. Provide cover for whole classes or large groups of pupils.	1
Participate in comprehensive assessment of pupils and assist the teacher with the development and implementation of Individual Plans (education, behaviour, support or mentoring).	2
Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.	3
Attend to pupils' personal needs and provide advice to units in their social, health and hygiene development.	4
Support the provision for gifted pupils with special needs.	5
Develop 1:1 mentoring arrangements with pupils and provide support for	6

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those who are distressed.	
Promote the speedy and effective transfer of pupils across phases and the integration of those who have been absent.	7
Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance and as appropriate challenge, motivate and promote self-esteem.	8
Support for teachers	
Liaise with feeder schools and other relevant bodies to gather pupil information.	9
Support pupils' access to learning using appropriate strategies and resources and work with other staff in planning and adjusting learning activities as appropriate.	10
Monitor and evaluate pupils' responses and progress against action plans through observation and rewarding.	11
Provide feedback and reports to other staff on pupils' achievement, progress and other matters ensuring the availability of appropriate evidence. Be responsible for keeping and updating records and contribute to reviews of systems/records as requested.	12
Assist in the development and implementation of appropriate behaviour management strategies.	13
Deal constructively with parents/carers by exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.	14
Assist in the development, implementation and monitoring of systems relating to attendance and integration.	15
Undertake administrative and clerical support including dealing with correspondence, compiling reports on attendance and behaviour and making telephone calls.	16
Support for the curriculum	
Implement agreed learning activities and teaching programmes, adjusting as necessary according to pupils' needs and ensure that they understand the range of activities, courses, organisations and individuals to provide support for pupils in improving their education.	17
Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.	18
Support for the school	
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.	19

Principal Accountabilities (Continued)	
Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.	20
Attend and participate in regular meetings and take part in training and other learning activities as required.	21
Recognise own strengths and areas of expertise and use these to advise and support others and assist in the supervision, training and development of staff.	22
Undertake planned supervision of pupils out of school hours and supervise pupils on visits, trips and out of school activities as required.	23
To undertake other activities within the grade and scope of the post as directed by the Headteacher.	24

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Level 2 numeracy and literacy skills; 	<ul style="list-style-type: none"> NVQ Level 3 or equivalent in Teaching Assistance or equivalent qualification or experience.
Experience	
<ul style="list-style-type: none"> Experience of working with children of relevant age; Experience of working with pupils with additional needs. 	<ul style="list-style-type: none"> Be able to support children with a range of demanding needs. Previous experience of covering classes
Skills/knowledge	
<ul style="list-style-type: none"> Working knowledge of national curriculum and other relevant learning programmes; Understanding of principles of child development and learning processes and in particular, barriers to learning; Ability to relate well to children and adults; Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	<ul style="list-style-type: none"> Work with initiative; Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation; Ability to plan effective actions for pupils at risk of underachieving; Ability to self-evaluate learning needs and actively seek learning opportunities; Full understanding of the range of support services/providers.

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General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant North Norfolk Academy Trust and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.