

JOB DESCRIPTION	Teaching Assistant – Level 2
SALARY RANGE	Grade 5 (SCP 6-7)
HOURS	27.5
WORKING YEAR	Term Time plus 5 PD Days
POST STATUS	Fixed Term

GENERAL INFORMATION

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for Students

- a) Attend to students' personal needs and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- b) Supervise and support students, including those with special needs, ensuring their safety and access to learning.
- c) Establish constructive relationships with students and interact with them according to individual needs.
- d) Promote the inclusion and acceptance of all students.
- e) Encourage students to interact and work co-operatively with others and engage in learning activities.
- f) Set challenging and demanding expectations for students and promote self – esteem and independence.
- g) Provide feedback to students in relation to progress and achievement, under the guidance of the teacher.

Support for the Teacher

- a) Assist with the planning of learning activities.
- b) Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- c) Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- d) Monitor students' responses to learning activities and accurately record achievement / progress as directed.
- e) Establish constructive relationships with parents / carers.
- f) Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.

- g) Maintain records, as requested.
- h) Administer routine tests, invigilate exams, and undertake routine marking of students' work, accurately recording achievement / progress.
- i) Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage students to take responsibility for their own behaviour.
- j) Provide general clerical / admin support e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

Support for the Curriculum

- a) Support students in understanding instructions.
- b) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to student responses.
- c) Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- d) Support students in using ICT and develop students' competence and independence in its use.
- e) Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist students in their use.
- f) Monitor and manage stock and supplies, cataloguing, as required.

Support for the School

- a) 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.
- b) Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos / work / aims of the school.
- d) Appreciate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities and performance development, as required.
- g) Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- h) Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.