

Teaching Assistant Level 2 Job Description and Person Specification

Confirmation of post details:	
Post holder:	Job Title Teaching Assistant (Teaching Assistant Level 2)
Service:	Responsible to:
Primary contacts:	Grade: NJC 6-7
Location:	Any specific working arrangements:

This job description is a guide to the work you will initially be required to undertake and may be reviewed from time to time to meet changing circumstances.

Job Description:
Purpose of role: A Level 2 Teaching Assistant role may include: <ul style="list-style-type: none"> • An experienced teaching assistant providing support to pupils and teachers within school Or <ul style="list-style-type: none"> • A teaching assistant providing support to individual pupil(s) with additional needs within school <i>Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods.</i>
Roles and Responsibilities:
Support for the Pupils: <ul style="list-style-type: none"> • Attend to pupils' personal needs, implementing related programs encompassing social, health, physical, hygiene, first aid, medical, and welfare matters in accordance with school policies and practices. This may involve administering medicine in appropriate circumstances • Assist with the development and implementation of Education, Health and Care Plans and/or other support plans, as required • Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs • Encourage pupils to interact with others and engage in activities led by the teacher • Set challenging and demanding expectations and promote self-esteem and independence • Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
Support for the Teacher: <ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work • Use strategies, in liaison with the teacher, to support pupils to achieve learning goals • Assist with the preparation of learning activities • Report pupils' responses to learning activities and record achievement/progress, as directed • Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy and encourage pupils to take responsibility for their own behaviour

- Establish constructive relationships with parents/carers, referring any difficult or contentious issues as appropriate
- Assist with the administration and invigilation of routine tests
- Support teaching /senior staff with routine administration, such as such as photocopying, typing, filing, collecting money and administration of coursework

Support for the Curriculum:

- Assist with the implementation of structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Assist with the implementation of programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans or relevant learning activity and assist pupils in their use

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of pupils out of lesson times, as appropriate
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Assist with special events, such as School Concerts, Plays, Parents' / Carers' evenings

A. So far as reasonably practicable, the post holder must promote safe working practices by employees and in premises/work areas for which the post holder is responsible for maintaining a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.

B. Work in compliance with the Codes of Conduct, Regulations and policies of the Newman Catholic Trust and its commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards

This list is not exhaustive and the jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by their line manager.

This job description may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

Signed employer:		Signed employee:	
Date:		Date:	

Teaching Assistant Level 2 Person Specification		
Qualifications/Training	Essential	Desirable
Educated to GCSE Grade A-C in English and Mathematics or equivalent	✓	
Likely to have experience of working or volunteering as a Level 1 Teaching Assistant or a similar role		✓
Working towards the National Occupational Standards (NOS) in Supporting Teaching & Learning – Level 2 (or equivalent)	✓	
NVQ 2 in Supporting Teaching in Learning and may be working towards NVQ 3	✓	
Knowledge/Skills		
Experience training new/ less experienced staff members		✓
Awareness of the national curriculum and relevant school policies	✓	
Basic IT skills, such as Internet browsing and accessing email	✓	
Knowledge of relevant policies and procedures such, as child protection, health and safety, managing behaviour and positive handling	✓	
Knowledge of how to apply individual Education, Health and Care Plans and other support plans under supervision		✓
Awareness of physiotherapy, occupational therapy/speech/language therapy and the ability to deliver any special interventions that are required		✓
Well-developed interpersonal skills to be able to relate well to a wide range of people	✓	
Good communication skills	✓	
Behaviours		
Work constructively as part of a team whilst being able to demonstrate initiative	✓	
Open, honest and an active listener	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.	✓	
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality service provision.	✓	
Is adaptable to change/embraces and welcomes change	✓	