



Job Description

Job Profile

Title: Teaching Assistant (Level 2)
Responsible To: Headteacher
Working Hours: 19.5 hours or 27.5 hours
Salary: Grade 5, SCP 7

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. All support staff posts are subject to the Asylum and Immigration requirements.

Job Purpose

To work in partnership with teachers and nominated teaching assistants to support access to learning for pupils and assist the teacher in the management of pupils and the classroom. The role also involves supporting individual Educational Health Care Plans (EHCPs), providing support and challenge to pupils individual or in groups, and promoting pupils' independence, self-esteem, and social inclusion.

Key Duties & Responsibilities

Teaching & Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Supervise a class if the teacher is temporarily unavailable.
- Read and understand less plans shared prior to lessons, if available.
- Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures, to support the school's values and vision.

Planning

- Contribute to the effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress as needed.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

Working with Staff, Parents/Carers, and Relevant Professionals

- Communicate effectively with other staff members and pupils, and with parents and carers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress any concerns they may have about the pupils they work with.
- Develop effective professional relationships with colleagues.



Professional Development

- Maintain relevant and current knowledge by regularly reflecting on personal practice, collaborating with school leaders, and identifying suitable professional development opportunities to enhance effectiveness.
- Actively pursue opportunities to develop the skills, qualifications, and experience required for the role, with support from the school and Trust.
- Engage in training, learning activities, and performance development processes as required.

Additional Responsibilities

- Adhere to all school and Trust policies and procedures at all times.
- Understand and fulfil data protection responsibilities in line with the Trust's Staff Code of Conduct and related policies and procedures.
- Understand and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.
- Promote inclusion, diversity, and ensure equal opportunities for all.
- Contribute positively to the school and Trust's ethos, objectives, and overall work.
- Value and support the contributions of other professionals.
- Attend and actively participate in relevant meetings as required.

The role holder must demonstrate a flexible approach to the delivery of the role. This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to carry out other duties appropriate to the level of the role, as directed by the Headteacher.



Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all convictions, cautions, reprimands, and final warnings, unless they are protected under the DBS filtering rules. If you are barred from working with children, you will be committing a criminal offence by applying for this post.



Person Specification

Qualifications and Experience	Essential	Desirable
Teaching Assistant NVQ Level 2 or have completed training of a similar standard.	✓	
GCSE or equivalent level, including at least a Grade C in English and Maths.	✓	
Experience and knowledge of working within Primary education.	✓	
Good understanding of child development and learning processes.		✓
First Aid Qualification		✓
Skills and Knowledge		
Good standard of maths and literacy skills.	✓	
An understanding of roles and responsibilities within the classroom and whole school context.		✓
Ability to plan and organise effectively.	✓	
Good communication skills. Ability to inspire, motivate, and foster excellent relationships, working in partnership with staff, parents, governors, and our wider community.	✓	
Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic, and committed team.	✓	
Able to use ICT effectively to support learning.	✓	
Safeguarding and Promoting the Welfare of Students		
Appropriate motivation to work with children and young people.	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people.	✓	
Comply with the Trust's commitment to the protection and safeguarding of children.	✓	
Personal Qualities		
Enthusiastic and highly organised about all aspects of classroom operation.	✓	
Have high expectations of both pupils and of yourself.	✓	
Self-motivated and show creativity when adapting learning to meet the needs of small groups of children.	✓	
A belief in inclusion, diversity, and the right of each child to be successful whatever their needs, abilities, and background.	✓	
Be committed to your own professional development and keen to make a significant contribution to the life of our school.	✓	
Support an interest in the ethos, mission, and values of the Trust and demonstrate this in all work activities.	✓	