

Job Description

Post Title:	Teaching Assistant – Level 2
Job Ref No:	1382
Responsible to:	Headteacher
Responsible for:	n/a

Purpose of Job

To support teachers and pupils in the delivery of quality teaching and a modern curriculum.

The aim is to:

- raise and maintain standards of education and social development for children
promote the involvement of pupils in the social and academic processes of the school
- enable pupils to become more independent learners
- help to raise standards of achievement for all pupils

Job Context

The job holder will generally be employed during term times only.

Job holders regularly move around during their normal working pattern, walking standing and sitting with pupils.

Job holders may set out PE equipment and will have help in moving heavy equipment.

Job holders may carry out playground duties in variable weather conditions; however there is usually indoor play during bad weather.

Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill.

Accountabilities

Support for Pupils

- Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained(*for example hygiene, first aid and welfare*)
- Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (*for example literacy, numeracy, ICT*)
- Assist with the supervision of pupils out of lesson times to enhance service delivery (*for example before and after school*)
- Act as a role model for children and encourage children to play and interact with one another

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support predefined learning activities to meet the needs of pupils and the curriculum.
- Prepare, maintain and use equipment and resources required to meet lesson plans /learning activities to meet the needs of pupils and the curriculum
- Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources
- Provide routine clerical and other support to meet service delivery requirements (*for example photocopying, typing, filing, collecting money, school trips administering coursework*)
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum
- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development
- Support the teacher in the management of pupil behaviour

Support for the School

- Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection (GDPR).
- Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives
- Build and maintain positive and constructive working relationships with pupils, parents and colleagues to maximise pupils' development and maintain the overall ethos of the school
- Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management

Additional Requirements

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

Person Specification

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ NVQ level 2 or equivalent in relevant subject or proven experience of working with or caring for children of relevant age and good level of literacy and numeracy skills ◆ Completion of DfES Teacher Assistant Induction Programme 	<ul style="list-style-type: none"> ◆ Basic knowledge of first aid ◆ Training in the literacy/numeracy strategy;
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Demonstrable experience of working with or caring for children of relevant age Appropriate IT and keyboard skills to effectively use ICT to support learning ◆ Appropriate level of data protection, security and confidentiality awareness 	<ul style="list-style-type: none"> ◆ General understanding of National Curriculum and other basic learning programmes;
Equal Opportunities	<ul style="list-style-type: none"> ◆ Understanding of corporate equalities standards and diversity issues and impact in immediate work area 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Willingness to participate in training and personal development ◆ Flexible ◆ Excellent communication skills 	
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role. 	