



**MANOR MULTI ACADEMY TRUST**  
**Job Description: Teaching Assistant Level 2**  
**St Albans CE Academy (MMAT)**



**Duties & Responsibilities of Teaching Assistant Level 2**

We expect our Teaching Assistant at Manor MAT to uphold our core values of **Integrity; Ambition, Collaboration and Inclusion**; act with honesty; keep their knowledge and skills as a Teaching Assistant up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

**Core Purpose**

The core purpose of a Teaching Assistant at a Manor MAT School is to enhance children's learning. It is to work alongside the teacher in the classroom, in support of pupil's learning, including those with Special Educational needs under the direction and guidance of the class teacher. It is to make a contribution to the planning of the learning, to help pupils to access the tasks expected of them, to support as appropriate and to help monitor their progress. It is important that teacher and teaching assistant work closely together in order to make the best use of the time available in the classroom. These principles apply whether or not the pupils have Special Educational Needs.

**Core Objectives**

- To support and uphold the school's vision and values.
- To help children of all abilities, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups.
- To run a range of interventions to support individuals and small groups.
- To prepare materials and resources to support individuals, small groups and classroom learning opportunities.
- To support children's emotional development and resilience when approaching learning tasks.
- To support children's behaviour in line with the school's vision, values and positive behaviour policy.
- To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate.
- To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Headteacher.
- To implement and promote the schools equal opportunities policies at all times and to value diversity.
- To support the school's wide range of extra - curricular activities; including helping to run a club.

**Key responsibilities as a Level 2 Teaching Assistant:**

### **Supporting the Pupil**

- To support children in their learning under the direction of a class teacher to enable pupils to achieve their full potential and targets set for them.
- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported. Taking into account the learning support involved, to aid children to learn as effectively as possible both in-group situations and individually by:
  - Clarifying and explaining instructions
  - Ensuring the child is able to use equipment and materials provided
  - Motivating and encouraging the child as required
  - Assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/presentation
  - Helping pupils to concentrate on and finish work set
  - Supporting groups/ individuals on achieving key learning objective to promote achievement. (Whether it be more/least able pupils)
  - Meeting physical needs as required whilst encouraging independence
  - Liaising with class teacher and SENDCO about individual education plans (IEPs)
  - Developing appropriate resources to support children
- To establish a supportive relationship with pupils.
- To promote equal opportunities regardless of gender, ethnicity, socio-economic background or special educational need.
- To develop methods of promoting/reinforcing pupil's self-esteem.

### **Supporting the Teacher**

- To assist, with the class teacher (and other professional as appropriate), in the development of a suitable programme to support (IEPs) for the children who need learning support.
- In conjunction with the class teacher and/or other professionals support the recording of children's progress.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the children to the teacher.

### **Supporting the School**

- Where appropriate, to develop a relationship to help develop links between home and school.
- To liaise, advise and consult with other members of the team supporting children when asked to do so.
- To contribute to reviews of children's progress, as appropriate.
- To attend relevant in-service training.
- To be aware of school procedures.
- To be aware of confidential issues linked to home/teacher/schoolwork and to keep confidences appropriately.
- Any other tasks as directed by the Headteacher, which fall within the purview of the post.

### **Administrative duties**

- Prepare and present displays of students' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Headteacher requires

**General Conditions**

This job description is subject to annual review. It may be amended only after full consultation with the Teaching Assistant concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

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Teaching Assistant Level 2

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Headteacher

## Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
<b>Qualifications</b>	GCSE English and Maths at Grade C or above or equivalent	✓	
	NVQ Level 2 Teaching Assistant qualification	✓	
<b>Experience</b>	Experience of working with children in an educational setting	✓	
	Experience of supporting pupils individually or groups	✓	
	Experience of supporting children with a range of special educational needs	✓	
	Experience of communicating with a wide range of people from different backgrounds		✓
	Good communication and expressive skills	✓	
	Experience of record keeping	✓	
	Experience of maintaining SEN records		✓
<b>Knowledge and Understanding</b>	Understanding of the MAT curriculum	✓	
	Understanding of supporting children with special educational needs	✓	
	Basic knowledge of ICT to effectively support the pupils (or willingness to train)		✓
	Understanding of the issues around safeguarding and behaviour in a school setting	✓	
<b>Skills and Abilities</b>	An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development	✓	
	The ability to develop an understanding of the educational, welfare and social needs of the pupils	✓	

	Numeracy and literacy skills to support the pupils	✓	
	The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team	✓	
	The ability to remain calm in challenging situations and to ask for help when needed	✓	
<b>Relationships</b>	An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment	✓	
	An understanding of the need for confidentiality	✓	
<b>Commitment</b>	A commitment to uphold the school's vision, values and staff code of conduct	✓	
	A commitment to equal opportunities and assisting the school in raising achievements for all its pupils	✓	
	A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner	✓	
	A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required	✓	