



Job Description

POSITION: Teaching Assistant
GRADE: 2

JOB PURPOSE

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

DUTIES AND RESPONSIBILITIES

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Contribute to Pupil Profiles as appropriate.
- Support pupils during learning activities
- Promote pupils' social and emotional development
- Contribute to the health and wellbeing of pupils
- Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
- Support children with specific needs (where appropriate to the focus of the difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum
- Attend to the personal care needs of children where appropriate in line with the guidance of the local authority.

Support for the teacher(s)

- Observe and report on pupil performance
- Assist in preparing and maintaining the learning environment
- Contribute to the management of pupils' behaviour
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security
- Undertake routine marking in line with school policy
- Provide general administrative support, for example administer homework

Support for the school

Support the development and effectiveness of teamwork within the school environment
Develop and maintain working relationships with other professionals

Liaise with parents as appropriate

Review and develop own professional practice including attending staff meetings and INSET days where appropriate



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Tel: 0121 675 9098

Work as required across the curriculum and in all Key Stages within the school in accordance with the job

To engage with directed and independent CPD

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- Break/lunch duties and undertake pupil entry and exit duty at the start and end of the day

General

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents' evenings within working hours
- Any other duties as commensurate within the grade and nature of the post to ensure the smooth running of the school
- Contribute to the wider life and ethos of the school, for example by supporting or leading an after-school club

Other Responsibilities:

- Take personal responsibility for promoting and safeguarding the welfare of children he/she is responsible for or encounters.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Follow all organisational systems and procedures.
- Abide by and adhere to all school policies and practice including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual children's, staff and/or associated organisations.
- Promote and support inclusive practice.
- Promote the agreed vision and aims of the school.



- Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
- To perform other such duties as the Headteacher may determine.

Review and amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher, or the post holder, but only after consultation.

Signed _____
Post Holder

Signed _____
Head Teacher

