

Job Description

Teaching Assistant Level 2

Cidari Multi Academy Trust
St Luke and St Philip's Church of England Primary Academy
Salary: NJC Payscale Grade C SCP 3-5
Reporting to: Class Teacher
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8th April 2025	Approved on:	25th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	All Cidari Academies
Reviewed on:	24th April 2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the Teaching Assistant Level 2

Expected to work with the teacher in a collaborative way, in meeting the personal, social, spiritual and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupil, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst SEND, EAL and pupils with social emotional and mental health needs

B. Key Responsibilities

1. Support for the Pupils

- Work collaboratively with teachers and the SEND team in the planning, development, delivery, and evaluation of the curriculum to differentiate content according to pupil needs.
- Plan and implement specific programmes with individual pupils or groups appropriate to their development needs across curriculum areas and year groups.
- Be fully involved in the planning and development of independent social and interpersonal skills and undertake activities to support the personal, social, and emotional needs of pupils.
- Deliver high-quality, daily pastoral interventions – specifically ELSA (Emotional Literacy Support Assistant) and Nurture programmes – to support vulnerable pupils with SEMH needs, working under the direction of the SEND team..
- Plan and facilitate daily ELSA and Nurture group sessions for identified pupils, ensuring alignment with school-wide SEMH strategies.





- Assist in devising individual pupil targets and take an active role in the plan-do-review cycle to monitor and review targets.
- Support pupils as part of a planned inclusion programme.
- Develop positive relationships with pupils and staff to assist pupil progress and attainment.
- Monitor, record, and report on the progress of pupils participating in interventions, using tools such as the Boxall Profile or equivalent emotional literacy assessment tools.
- Work closely with SLT, the SEND team and class teachers to identify pupils for intervention, share progress updates, and provide strategies for supporting these pupils back in the classroom.
- Establish positive working relationships with families to support emotional development both in school and at home.
- Create and maintain a safe, specialised, low-stimulus environment (e.g., Nurture room or The Ark) for intervention delivery.
- Ensure all interventions are delivered in line with current statutory guidance on school suspensions, permanent exclusions, and safeguarding, focusing on de-escalation and early-stage support.
- Use Google Classroom and ICT resources to support the needs of children across the school.

2. Support for the Teacher

- To monitor individual pupils' progress and to report on pupils' needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons, including the use of ICT.
- To liaise with parents, carers and outside agencies, where appropriate.
- Undertake marking of pupils' work and recording of achievement.
- Assist in the supervision of children on trips/visits, adapting risk assessments where necessary to suit the needs of learners within the class with support of SLT, the SEND team and the Class Teacher.

3. Support for the Academy

- To assist in providing a purposeful, orderly and supportive environment for learning.



- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within Academy policies and procedures.
- To attend staff training/meetings as directed by the academy or members of SLT.
- To take care for their own and other people's health and safety.
- To liaise with the SEND team with regard to the ordering supplies and equipment for specific interventions.
- To be aware of the confidential nature of issues related to home/pupil/teacher/Academy work.
- To support the Academy's Christian Ethos.
- To support the wider values and vision of the Trust.

4. Support for the Curriculum

- To be familiar with the content of the schools curriculum and adapt where needed to best suit the needs of all learners. Including but not limited to SEND and EAL learners.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities to enhance children's accessibility to the curriculum

5. Equal Opportunities

Cidari Multi Academy Trust is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

6. Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Teaching Assistant is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the



future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.