



# Job Description

## Teaching Assistant – Level 2

<b>Location:</b>	Brooke School
<b>Grade/Scale:</b>	NJC Grade G, Scale 11-14
<b>Special Conditions:</b>	None
<b>Reporting to:</b>	Head Teacher
<b>Revised Date:</b>	June 2025

<b>Job Summary:</b>
<p>To support the Class Teacher with their responsibility for the development and education of children by providing care and supervision to young people with special educational needs, by utilising a good standard of practical knowledge and skills. To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals/groups, in or out of the classroom. To support access to learning by undertaking a range of practical duties within the classroom including physical care of pupils' ad appropriate. This could include those requiring detailed and specialist knowledge o particular areas and will involve assisting the teacher in the management and preparation of resources.</p>

<b>Main Duties &amp; Responsibilities:</b>
<p>A Teaching Assistant will be expected to be able to undertake any of the following duties as directed by the Class Teacher and/or the Senior Leadership Team:</p> <p><b>Curriculum Support</b></p> <ul style="list-style-type: none"> <li>• Support pupils' learning as directed, in context of fostering independence and self-esteem, e.g. Modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging pupils to reflect on their work.</li> <li>• Contribute to curriculum planning and evaluation and assist in implement, e.g. be involved in planning, delivery and evaluating a "block" of lessons.</li> <li>• Assist in the introduction to the lesson and interact with the teacher and pupils as required.</li> </ul> <p><b>Pupil and Teacher support</b></p> <ul style="list-style-type: none"> <li>• Establish a supportive relationship with pupils and provide support as specified by the teacher, including developing pupils' competence and independence.</li> <li>• Support individuals and/or groups of pupils during independent or group work</li> <li>• Support pupils in accessing the curriculum through interaction using appropriate language (including other forms of communication e.g. Makaton) and extend play based learning in both indoor and outdoor classroom.</li> <li>• Assist pupils in the development of communication skills and role play activity</li> <li>• Assist in the personal, social and emotional development of pupils and in the development of self-esteem.</li> <li>• Encourage and reinforce positive interactions between pupils working within any behaviour targets.</li> <li>• Identify any uncharacteristic behaviour patterns in pupils and report to the teacher.</li> <li>• To follow training appropriately in the use of physical intervention strategies as and when needed in line with the school behaviour policy</li> </ul>

## Main Duties & Responsibilities:

- Apply behaviour management strategies and techniques in line with school policy to support pupils constructively and to enable them to contribute to a purposeful learning environment.
- Assist with the supervision of pupils, including as they arrive/leave the classroom, at breaktime and accompanying small groups of pupils on offsite trips, under the supervision of the trip leader, in accordance with an appropriate risk assessment.
- Monitor individual or group achievement of key objectives and feedback to the teacher.
- Be actively involved in the day-to-day management of the learning environment, and provide support to the class teacher with preparation, display and general classroom duties, including organisation and development of class planning.
- Use specialist skills, knowledge and training to provide support in specialist areas.
- Contribute to the assessment and review of pupils through observation and ensure appropriate records are maintained in line with school systems.
- Provide feedback to the teacher about the learning activities, responses to them and the support provided.
- Support the implementation of strategies to respond to pupil behaviour and help them regulate.
- Undertake appropriate administrative tasks e.g. filing/storing of pupils work.

### School Support

- Be aware and work within all guidelines and policies of the School or Trust
- Maintain a professional and respectful approach at all times
- Participate in induction training, review and performance processes and make use of professional developmental opportunities.
- Attend and participate in staff meetings if required.
- Actively participate in wider school activities where appropriate
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Model good practice and contribute to planning and delivery of appropriate training

## Additional Duties:

The post holder will:

- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.

Note: This job description may be modified by the Trust to reflect or anticipate changes in the job, commensurate with the salary and job title.