



Job Description Teaching Assistant (TA) (Level 2)

Overall Purpose of the Post

To support access to learning for pupils who may have a special educational need and provide general support to the teacher in the management of pupils and the classroom. In addition, to work with pupils on a one-to-one basis and/or small groups outside of the classroom.

Responsible to: SENDCo

Grade:

Hours:

FTE

Main Responsibilities and Duties

Support for Pupils

- Supervise and support pupils ensuring their safety and access to learning.
- Establish constructive relationships with pupils, acting as a role model, and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils in all situations.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Accompany teaching staff and pupils on visits, trips, and out of school activities as required within the working day and take responsibility for a group under the supervision of the teacher.
- Undertake planned support and interventions with pupils during and outside of lesson times, within the working day.

Experience

- Working with or caring for children of relevant age.

Qualifications Needed

- Level 2 numeracy/literacy skills.
- Participate in development and training opportunities.

Knowledge/Skills

- Effective use of ICT to support learning.
- Use of other equipment – video, photocopier.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.

- General understanding of national/foundation stage curriculum and other basic learning programmes / strategies.
- Basic understanding of child development and key barriers to learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.

Support for the Teacher

- To work with teachers to support teaching and learning by working with individual or small groups of pupils under the direction of teaching staff.
- To implement planned learning activities / teaching programmes as agreed with the teacher.
- Be aware of pupil problems/progress/achievements and report to the teacher, as agreed.
- Undertake pupil record keeping, as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Administer routine tests and invigilate exams.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils' responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development reviews as required.

The post holder will be subject to an annual performance management review which will be agreed with the line manager.

The post holder is expected to carry out such other duties as may be reasonably assigned by the Line Manager and/or Headteacher.

This Job Description does not define all duties and responsibilities for the post and will be reviewed or amended annually after discussion between the post holder and the Line Manager and/or Headteacher.