



Teaching Assistant Level 2 – Job Description

Job Title: Teaching Assistant

Grade: Grade C .5-6

Contract: Temporary

Hours: 29.75hpw

Responsible to: Headteacher

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record 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
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses
- Undertake programmes linked to local and national learning strategies eg literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources 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 and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Experience

- Working with or caring for children of relevant age.

Qualifications

- Good numeracy/literacy skills
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies eg literacy
- First aid training/training as appropriate

Knowledge/Skills

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- 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 learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- 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

This Job Description is not exhaustive. The Post Holder could be required to take on other duties and responsibilities, linked to the post of Teaching Assistant and commensurate with the role and grade.

The Post Holder should be able to present him/herself as a role model for pupils in speech, dress behaviour and attitude, and should act in a professional and courteous manner at all times with staff, pupils, parents and visitors.

The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with. Safeguarding training will be provided.

The Post holder must act in compliance with data protection principles in respecting the privacy of information related to pupils and to school in general.

Working hours will be flexible and may vary to meet the needs of the school.

Employee signature:

Date:.....