Job Description	Teaching Assistant Level 2
Job Title	**Teaching Assistant**
Name:	
Job Purpose	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.
The Teaching Assistant will:	• 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 • 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 • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • 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 • 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 handling and administer

	coursework etc. • Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses • Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, foundation stage curriculum etc, - 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 • 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
	The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

October 2018

Agreed:

Date:……………………………………………………….

Signed   ……………………………………………… Post Holder

Signed   ……………………………………………… Line Manager/Head teacher

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change. Any major changes will involve discussion and consultation with you.

October 2018