Job Profile

Teaching Assistant
Level 2
Grade D

School:

Line Manager:

Job Purpose

To work under the direct instruction of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

To undertake work/care/support programmes, prepare general support in the preparation and maintenance of resources and support the teacher in ensuring the health and safety of pupils. Work may be carried out in the classroom or outside the main teaching area. Level 2 requires less direct instruction/guidance from the teacher.

The key roles of this post will generally include:

1. **Providing support for pupils by**

1. Attending to personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters
2. Supervising and supporting pupils ensuring their safety and access to learning
3. Establishing good relationships, acting as a role model and being aware of and responding appropriately to individual needs
4. Promoting the inclusion and acceptance of all pupils
5. Encouraging interaction with others and engaging pupils in activities led by the teacher
6. Encouraging pupils to act independently as appropriate
7. Supervising and providing support for pupils with special needs
8. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
9. Supporting and monitoring the challenging and demanding expectations set by the teacher and promote self-esteem and independence
10. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
11. Act as a note taker for national assessments e.g. SATs

2. Providing support for the teacher by

12. Preparing the classroom as directed for lessons, clearing afterwards and assisting with the display of pupils work
13. Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
14. Undertaking pupil record keeping as requested, eg filing of records and pupil profiles
15. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
16. Gathering/reporting information from/to parents/carers as directed
17. Providing clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
18. Promoting good pupil behaviour, in line with school policy, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
19. Maintaining constructive relationships with parents/carers
20. Administering routine tests and invigilating exams and undertaking routine marking of pupils' work, referring any difficulties to the class teacher
21. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
22. Contributing to the planning of learning activities
23. Monitoring pupils' responses to learning activities and accurately record/report achievement/progress as directed

3. Providing support for the curriculum by

24. Supporting pupils to understand instructions
25. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
26. Supporting pupils in using basic ICT as directed
27. Preparing and maintaining equipment/resources as directed by the teacher, assisting pupils in their use
28. Carrying out annual stocktaking as directed
29. Undertaking structured and agreed learning/activities/teaching programmes, adjusting activities according to pupil responses
30. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher

4. **Providing support for the school by**
   31. Be committed to the safeguarding and promotion of the welfare of children and young people.
   32. Being aware of and complying with school policies/procedures relating to child protection, health, safety and security, behaviour, anti-bullying, anti-racism, confidentiality and data protection, reporting all concerns to an appropriate person
   33. Being aware of and supporting difference, ensuring all pupils have equal access to opportunities to learn and develop
   34. Contributing to the overall ethos/work/aims of the school
   35. Appreciating and supporting the role of other professionals
   36. Attending relevant meetings as required
   37. Participating in training and other learning activities and performance development as required
   38. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
   39. Accompanying teaching staff and pupils on visits, trips and out of school activities as required
   40. Such other responsibilities allocated which are appropriate to the grade of the post
   41. To take responsibility for a group under the supervision of the teacher

Knowledge and Qualifications

Essential

Knowledge of:
- Basic ICT – computer, video, photocopier

Qualifications:
- Good numeracy and literacy skills

Experience:
- Working with or caring for children of relevant age

Knowledge of:
- Basic understanding of child development and learning
- General understanding of national/foundation stage curriculum and other basic learning programmes / strategies

Qualifications:
- NVQ Level 2 for Teaching Assistants, equivalent qualifications

Desirable

Knowledge of:
- Current restraint techniques

Qualifications:
- DfES Teacher Assistant Induction Programme
- Full First Aid Qualification

Experience:
- Basic clerical duties
- Working as part of a team

Knowledge of:
- Relevant learning strategies