



## **Job Description for Level 2 Teaching Assistant**

Post Title: Teaching Assistant Level 2

Grade: 4 (scp 6-7)

Reports to: Headteacher/Deputy Headteacher/Class Teacher

### **Main Purpose**

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, enabling access to learning for all pupils and assistance and support in classroom management techniques.

### **Job Profile**

#### **Support for Pupils**

- Establish good working relationships with pupils, acting as a role model
- 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
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote safe-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Work with other professionals as deemed appropriate

#### **Support for the Teacher**

- Adapt the learning for the needs of the pupils and assist with the planning of learning activities
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Undertake pupil record keeping as requested
- Report pupil achievements, progress and issues as appropriate in agreed format

- Promote good pupil behaviour, dealing promptly with conflict and incidents and use positive reinforcement to promote good behaviour
- Establish constructive relationships with parents/carers

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning needs
- Undertake activities, knowing the learning objectives, recording achievements and progress and providing appropriate reports and feedback to the teacher
- Support the use of Computing in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the needs of the children and their learning

### **Support for the School**

- Be aware of and comply with school policies and procedures, relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). Complete CPOMS and follow up in line with the School's Safeguarding Policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role other professionals
- Attend relevant meetings as required
- Participate in training, including INSET, and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Set a good example in terms of dress, punctuality and attendance

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**