



## Teaching Assistant Level 2 - Job Description

### Reporting Relationships

### School Purpose and Values

Learning is what WE are about. We want our students to be fully engaged in their learning and to recognise that they have a part to play in their own education. To foster this our students are taught how to learn through the development of personal learning and thinking skills alongside co-operative learning. These skills provide the qualities needed for success in learning and life.

### Statement of Purpose

To work under direct instruction of specialist needs senior staff, usually in the classroom with the teacher. Provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. Assist specialist needs teachers in the following:

### *Support to Pupils*

- Supervise pupils within individual, small group and whole school activities including lunchtime and breaks
- Following individual pupil care programmes, attend to their personal, social, emotional, health and hygiene needs on a daily basis and report any concerns to senior staff.
- Support assessment of pupils and discuss with senior staff.
- Implement Individual Education/ Behaviour Management and Support programmes.
- Support provision for pupils with additional needs.
- Under the direct guidance of senior staff implement and provide support to pupils in relation to their individual needs (e.g. daily exercise programme).

### Support for the Teacher

- Support pupils' access to learning using identified and prescribed strategies, resources etc.
- Report back to senior staff pupil responses in order that learning activities may be adjusted as appropriate.
- Under the supervision of senior staff observe pupils' responses and progress against targets set and record using provided systems.
- Contribute to the teacher's recording and reporting of pupils' achievement, progress and other matters. On request gather appropriate evidence.
- Assist in keeping up records and evidence of learning as agreed and with support from senior staff.

- Assist in following and implementing appropriate pupil behaviour management plans and programmes.
- Establish positive relationships with parents/carers and staff.
- Clerical/admin support relating to simple classroom activities. e.g. collecting tuck

### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes under direction of senior staff.
- Under direction of teacher prepare and use specialist equipment, plans and resources to support pupils.
- Be aware of the need for different teaching and learning approaches that support pupils' access to learning.
- Support pupil's use of ICT in their everyday life, as a means of communication and to access the curriculum

### **Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

#### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

#### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

#### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

#### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

#### **Climate Change**

- Delivering energy conservation practices in line with the corporate climate change strategy.

**Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the School's Health and Safety policy.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***