

JOB DESCRIPTION

Level 2 Teaching Assistant

Post Title: Teaching Assistant for 1-1 support, intervention work and class support

Grade: L2

Responsible to: Headteacher, or SENCo

Hours of Work (as agreed by the Head teacher/Governors)

Your **Terms and Conditions of Service** are those which are set out in your contract of employment.

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Your duties shall include:

- Supporting the pupils
- Supporting the teachers
- Supporting the curriculum
- Supporting the school community

Principal Accountabilities:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Carry out tasks associated with pupils' personal hygiene, (which may include personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

The school will:

- Provide a calm working environment
- Support your training requirements
- Provide/arrange training for First Aid, Asthma and the use of EPIPENS and any specific interventions etc

You are required to comply with any reasonable request from your Headteacher to undertake work at this or a similar level that may not be specified in this job description. This job description may be changed to meet the changing needs of the school, in consultation with the post holder and the governing body to reflect or anticipate changes in the job commensurate with the grade and job title.