

TA Level 2 Job Description

Job Title	Teaching Assistant (Level 2)	School	Dawley Brook Primary School
Post Number	SCH011		
Grade	3 SCP 3-4	Salary	£24796 - £25185 FTE (Actual Salary is pro rata, 30 hours per week term time only)

Reports To	HLTA
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Purpose of the Job

Level 2 staff provide more specific support and work under the supervision and guidance of a classroom teacher. The basic entry requirement is NVQ 2 and staff who are not already qualified are required to work towards it.

Key Features: To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils and the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Main Activities

Support for Pupils

- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing on incontinent/sick children, dressing and undressing.
- Supervise the activities of individuals or groups of children (normally up to 8) within the classroom.
- Under the instruction/guidance of a teacher, support pupils with sensory and/or physical impairment.
- Under the instruction/guidance of a teacher, support pupils with non specific learning difficulties
- Under the instruction/guidance of a teacher, support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/guidance of a teacher/external agency worker support pupils with communication and interactions difficulties.
- Assist pupils in the use of resources including IT
- Maintain pupils interests and motivation
- Support individuals and group work assigned by the teacher is raising core skills.
- Support individual education plans
- Escorting pupils home as required, with another member of staff.
- To be aware of pupil problems, achievements, progress and report to the teacher as agreed.

- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
- Establish a constructive relationship with pupils and interact with them according to individual needs.
- Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.

Support for the Teacher/School

- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Making a contribution to organising effective learning environments and maintaining appropriate records.
- Undertake routine marking in line with school policy.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (e.g. assessment information)
- Work with parents to enhance pupils learning
- Liaise with parents as appropriate.
- Support out of hours school learning activities (within established guidelines)
- Monitor pupils responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams.
- Support the use of ICT in learning activities and develop pupils competence and independence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performing development as required.
- Attend and participate in relevant meetings as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions

This post is subject to the DBS checking process.

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.

The salary offered will reflect the fact that the post holder will be required to work 30 hours per week, term-time only (39 weeks)

Car Allowance

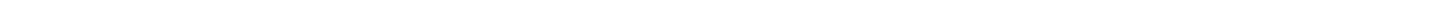
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Prepared By
(Section/Mgr)

Fiona Safrany

Review Date

01.10.2025



TA Level 2 Person Specification

Job Title	Teaching Assistant (Level 2)	School	Dawley Brook Primary School
Post Number	SCH011		
Grade	3 SCP 3-4	Salary	£20,740- £21,066 FTE (Actual Salary is pro rata, 30 hours per week term time only)

Criteria (Essential)

Assessment By

	Application form	Observation	Interview
<u>Experience</u>			
<ul style="list-style-type: none"> Demonstrable experience of working with or caring with children of a relevant age. 	✓	✓	✓
<ul style="list-style-type: none"> General understanding of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection. 	✓	✓	✓
<ul style="list-style-type: none"> General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. 	✓	✓	✓
<ul style="list-style-type: none"> Basic understanding of the principles of child development and learning processes. 	✓	✓	✓
<u>Qualifications / Training</u>			
<ul style="list-style-type: none"> NVQ Level 2 in Supporting Teaching and Learning in schools or equivalent. 	✓		✓
<ul style="list-style-type: none"> Good numeracy and literacy skills. 	✓	✓	✓
<ul style="list-style-type: none"> Completion of DfES Teacher Assistant Induction Programme. 	✓		
<u>Practical Skills</u>			
<ul style="list-style-type: none"> A basic knowledge of first aid. 	✓		✓
<ul style="list-style-type: none"> Ability to use relevant technology e.g. computer/ keyboard/photocopier/video. 	✓	✓	✓

<ul style="list-style-type: none"> ▪ Demonstrate good numerical and verbal reasoning skills and literacy skills and have the ability to produce documentation to a good standard. 	✓	✓	✓
<ul style="list-style-type: none"> ▪ Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions. 	✓	✓	✓
<u>Personal Qualities and Attributes</u>			
	Application form	Observation	Interview
<ul style="list-style-type: none"> ▪ A Knowledge of Equality & Diversity issues. 	✓		✓
<ul style="list-style-type: none"> ▪ Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these. 	✓	✓	✓
<ul style="list-style-type: none"> ▪ Ability to relate well to children and adults. 	✓	✓	✓
<ul style="list-style-type: none"> ▪ Ability to work as part of a team, understanding classroom roles and own position in these. 	✓		✓
<ul style="list-style-type: none"> ▪ To comply with the Schools commitment to the protection and safeguarding of children. 	✓	✓	✓

Prepared By

Fiona Safrany

Date

01.10.2025

Dawley Brook Primary School is committed to safeguarding and promoting the welfare of children. Safe recruitment of staff is central to this commitment. We will ensure that our recruitment policies and practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children and young people.

You should read our Child Protection & Safeguarding policy, available electronically at:

<https://www.dawley.dudley.sch.uk/safeguardingoverview>

Alternatively, you can request a paper copy at the School Office.

It should be noted when applying for a post at Dawley Brook that we follow the updated Keeping Children Safe in Education guidance that states,

“As part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.”