

## **JOB DESCRIPTION**



**Job Title: Teaching Assistant (Level 2 Grade 3)**

**Grade: Level 2 (Grade 3) Point 3-4)**

**Report To: Class Teacher**

### **Main Purpose of the Job:**

Level 2 staff provide specific support and work under the supervision and guidance of a classroom teacher. The basic entry requirement is NVQ2 and a grade 4 or above in English and maths, GCSE or equivalent.

Key Features: To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils within 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 Pupil –

- Assist pupils, with personal hygiene routines including toileting, toilet training, changing of incontinent/sick children, dressing and undressing.
- To assist pupils with a range of medical needs.
- Supervise the educational activities of individuals or groups of children -normally up to 12 within the classroom.
- Under the instruction/guidance of a teacher support pupils with sensory and/or physical impairment.
- Under the instructions/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 interaction difficulties.
- Assist pupils in the use of resources including IT.
- Maintain pupil's interests and motivation.
- Support individuals and groups work assigned by the teacher in raising core skills.
- Support individual education plans.
- Escorting pupils home as required, with another member of staff.

- To be aware of pupil's problems, achievements and progress and report to the teacher as agreed.
- Supervise and provide particular support for pupils, 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 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 (eg. 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' response to learning activities and record achievements/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote positive 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 performance development as required.
- To attend relevant training 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. • Undertake First Aid training and be part of the First Aid team within the school.
- To undertake any other tasks commensurate with the post as directed.

**Special Conditions:**

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

The salary reflects the fact that the post holder will be required work 35 hours per week term-time only.

**Head Teacher:** Mrs B Landon

**Prepared By:** Mrs R Logan

**Date:** April 2025