Job description – Teaching Assistant Level 2

The Directors and staff at the IFLT schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

Job Title: Teaching Assistant

Salary: Grade D points 10-12

Line Manager: Class Teacher and Inclusion Leader

Role Summary: To complement the professional work of the teaching staff, supporting the children, helping to deliver learning programmes to specific individuals and small groups. You will also assist the teacher with day-to-day tasks around the classroom.

Key tasks and activities:

1. Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes to ensure that the school’s health, safety and behaviour policies are maintained.

2. Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.

3. Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, ICT)

4. Assist with the supervision of pupils out of lesson times to enhance service delivery.

5. Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, money, administering coursework).

6. Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements.

7. Administer pupil assessments and undertake routine marking of pupil’s work to meet requirements of pupils and the curriculum.

8. Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupil’s work to support pre-defined learning activities to meet the needs of pupils and the curriculum.

9. Prepare, maintain and use equipment and resources required to meet lesson plans/ learning activities to meet the needs of pupils and the curriculum.

10. Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.
11. Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupil's development and maintain the overall ethos of the school.

12. Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.

13. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

14. Monitor, feedback, record and report on pupil progress, including feedback to pupils and participate in the completion of pupil profiles and records of attainment to maximise pupil development.

15. To support and supervise children's personal hygiene and safety needs as required (including toileting and first aid).

16. To work in accordance with the requirements of the class teacher, team leader and senior leadership team.

It is the post holder's responsibility to promote and safeguard the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the Trust’s Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the Trust or Schools Designated Safeguarding Lead.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.