



Grade E ~ Teaching Assistant Level 2

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for pupils

- Supervise and provide support for pupils ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes including toileting, hygiene and feeding/ meal times, to help with development of social skills and to ensure that the school's health, safety and behaviour policies are maintained
- Carry out medical procedures (e.g., catheterisation and gastrostomy feeding) in accordance with NCC/NHS protocols and generally support the social development and welfare needs of individual pupils including the administration of medicines in accordance with school
- To care for a sick or injured child accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Assist with the supervision of pupils and planning of activities out of lesson times (*for example at lunchtimes, before and after school*) to enhance service delivery and encourage structured and positive play.
- Assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment

Support for teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. Where required and suitably trained use appropriate physical restraint techniques in accordance with relevant policies and procedures

- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for school

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher



Grade E ~ Teaching Assistant ~ Person Specification

Attributes	Essential
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working with or caring for children with special needs • Knowledge of special needs
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills • NVQ 2 for Teaching Assistants or equivalent qualifications or experience • Training in the relevant learning strategies e.g. literacy • First aid training as appropriate
Knowledge and skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Use of other equipment technology – video, photocopier • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these