



## **JOB DESCRIPTION Teaching Assistant Level 2**

### **Key Role/ Functions**

To work under the instruction and guidance of teaching and senior staff 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.

### **Specific Duties and Responsibilities**

#### **1. Support for Pupils**

- To promote pupils' development in a safe, secure environment
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement
- To assist in the supervision of pupils on outings and visits
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist with the general supervision of pupils during break times and/or when required
- To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible
- To have regard for the safety and well-being of the pupil at all times
- To participate in pupils' play and extend and stimulate language through conversation
- To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence

#### **2. Support for Teachers**

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested

- To assist parents working in schools
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested
- To provide clerical support e.g. photocopying, filing, receiving and passing money to the school office

### **3. Support for the School**

- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required
- To support parents working in schools
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues
- To be a proactive member of the school
- To attend relevant professional development to update knowledge

### **4. Support for the Curriculum**

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils as directed, developing pupil's competence and independence
- To set out, prepare and maintain equipment, indoors and outdoors

### **GENERAL**

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post