



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

LEVEL 2 TEACHING ASSISTANT – JOB DESCRIPTION

Job Purpose:

To undertake the general duties of a Teaching Assistant

Main Responsibilities:

1. Support for children

- Provide general support to the class teacher in the delivery of the curriculum – including the management and organisation of the pupils and the classroom.
- Establish and maintain supportive relationships with individual pupils and small groups to ensure they understand and can achieve the tasks.
- Encourage and promote inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within school.
- Take responsibility for planning and delivering learning activities with individuals or individuals who would benefit from a different learning approach (including SEND and pupils where English is not their first language) - as agreed with the class teacher.
- Liaise with SENCo and specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.

2. Support for the curriculum

- Support all of the school curriculum, including planning and delivering learning and teaching activities and adjusting them when necessary.
- To use and prepare equipment, plans and resources necessary to support learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Provide targeted support to pupils to enhance learning and improve attainment.

3. Support for the teacher

- Work with the teacher to develop lessons, work plans and the classroom environment.
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems.
- To establish and maintain constructive relationships and parents/carers.
- To develop behaviour management strategies and to be proactive in managing behaviour to promote self-regulation, independence and integration.
- Contribute to the development & review of SEN Support Plans for children with Special Educational Needs.
- Organise the learning environment and develop appropriate classroom resources as required.

4. Support for the school

- Actively model and support the development of the school's values.
- Contribute to the maintenance of a safe and healthy environment.
- Develop and maintain effective working relationships with other staff and parents or carers.
- To be responsible for promoting and safeguarding the welfare of children and young people within school.
- To attend and actively participate in staff meetings, professional training days and other activities as required.
- To support other colleagues and advise on best practice and methods of overcoming difficulties.

Other

- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher, e.g. first aid, lunch duty etc.