



JOB DESCRIPTION

POST: TEACHING ASSISTANT (LEVEL 2)

GRADE: Band 3

DIVISION: Secondary

RESPONSIBLE TO: Leading Learner Support Assistant

RESPONSIBLE FOR: No Line management responsibilities

JOB PURPOSE: To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for Pupils

1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
2. Supervise and support pupils in their access of learning.
3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all pupils.
5. Encourage pupils to engage in, and participate in learning activities lead by the class teacher.
6. To have challenging expectations that encourages pupils to act independently and build self esteem.
8. Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.

Support for the Teacher

1. Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the teacher.
2. Assist the teacher with the planning of learning activities.
3. Report to the classroom teacher, as agreed, on:
 - Pupil problems
 - Pupil progress
 - Pupil achievements
4. Undertake the maintenance of pupils' records as directed by the class teacher/SEN Team.
5. Support the teacher in the management of pupil behaviour.
6. Establish constructive relationships with parents and carers.
7. Administer routine tests and invigilate exams.
8. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.
9. Provide the classroom teacher with clerical and admin support, particularly:
 - Undertaking bulk photocopying
 - Word processing
 - Filing
 - Collecting money
 - Administer course work

Support for the Curriculum

1. Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses.
2. Help pupils to understand instructions
3. Support pupil learning with respect to all of the local and national learning strategies
4. Support pupils in their use of ICT as directed by the class teacher
5. Prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

Support for the School

1. Comply with all school policies relating to:

- Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
 3. Participate in training and development, and activities that contribute to the management of performance.
 4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
 5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	HOW MEASURED
QUALIFICATIONS (School, higher, professional, technical, etc.)	Good numeracy and literacy skills; NVQ 2 for teaching Assistants or equivalent qualifications	Completion of DfES Teaching Assistant Induction Programme;	Application Form/ Interview
EXPERIENCE (Functional and/or work including level and range)	Working with or caring for pupil of the relevant age		
SKILLS, KNOWLEDGE & APTITUDE (Supervisory, admin., technical)	<p>Good ICT skills and ability to use other types of learning technology:</p> <ul style="list-style-type: none"> • Photocopying • Whiteboards • CD ROM • Video <p>Understanding of codes of practice and recent relevant education;</p> <p>Basic understanding of child development</p> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p> <p>Appropriate first aid knowledge</p>	<p>CLAIT Level 1</p> <p>Knowledge of restraint techniques.</p>	<p>Application Form/ Interview</p> <p>Reference/Observation at interview</p>
MOTIVATION (Flexibility, caring, achieving, self-reliant)	Willingness to participate in training and personal development		Interview

