

CHILDREN’S SERVICES

JOB DESCRIPTION

**POST TITLE:** Teaching Assistant Level 2

**GRADE:** Band 4

**RESPONSIBLE TO:** Assistant Head Teacher, Senior Teaching Assistant/Cover Supervisor

**RESPONSIBLE FOR:** Supporting pupils and covering classes in the short-term absence of teaching staff

**Overall Objectives of the Post**

# 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.

# To assist the teacher in the planning and in the management/preparation of resources.

# To cover classes during the short-term absence of teachers, including morning registration. The primary focus will be to maintain good order and to keep pupils on task.

# Key Tasks of the Post:

**To provide support to pupils:**

* Supervise and provide learning support for pupils, including those with special educational needs and/or disabilities, ensuring their safety and access to learning.
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Promote inclusion.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Set challenging and demanding expectations that promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

**To provide support for the teachers:**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning objectives.
* Assist with the planning of learning activities and lesson plans.
* Monitor pupils’ responses to learning activities and record achievement/progress as directed.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, barriers to learning etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents, in line with school policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers.
* Administer routine tests, invigilate exams and undertake routine marking of pupils’ work.
* Provide some clerical / administrative support e.g. photocopying, typing, filing etc.

**To provide support for the curriculum:**

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil response.
* Undertake programmes linked to local and national learning strategies e.g. literacy, and numeracy.
* Support the use of ICT in learning activities and develop pupils’ competence and independence.
* Prepare, maintain and use the equipment/resources required to meet the lesson plans / relevant learning activity and assist pupils in their use.
* Cover lessons during the short-term absence of teachers, maintaining good order and keeping pupils on task.

**To provide support for the 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 the appropriate member of staff.
* Be aware of, and support, equality of opportunities.
* Administer first aid as and when required.
* 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.

You will be expected to work flexibly to meet the needs of the school as directed by the Head Teacher / Deputy Head Teacher.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety. The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KM/CL

Date: 18.05.22