

Teaching Assistant Job Description – Level 2

Overall Purpose of the role	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.
Teaching and Learning	• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use • Use strategies, in liaison with the teacher, to support pupils to achieve learning goals • Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom. • Promote and reinforce student's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance. • Assist the class teacher in encouraging acceptance and integration of students with special needs, or from different cultures and/or with different first language. • Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times. • Provide feedback to pupils in relation to progress and achievement under guidance of the teacher • Encourage pupils to interact with others and engage in activities led by the teacher • Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes • Contribute to the opportunities for students to learn in out-of-school contexts in line with school policies and procedures (e.g. homework tasks and remote learning activities). • Provide admin support e.g. photocopying, organising pupils' work books/floor books, collating scores etc.
Monitoring and assessment	• Under the guidance of the teachers, evaluate students' progress through a range of assessment activities. • Administer routine tests and invigilate exams and undertake routine marking of pupils' work • Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement. • Monitor pupils' responses to learning activities and accurately record achievement/progress, problems etc.

Behavioural and Pastoral	• Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable. • Understand and implement school Safeguarding procedures and comply with legal responsibilities. • Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys. • Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others. • Provide support and assistance for student's pastoral needs. • Provide physical support and maintain personal equipment used by the students at the school. • Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for their child's attendance, access and learning, and supporting home to school links. • Supervise students at times other than during lessons according to the schools duty arrangements. • Assist teachers by acting upon advice from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.
Other	• Any other duties required by the class teacher, SLT or the Headteacher, which is in the scope of the post. • 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 person • To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies. • To adhere to the requirements set out in other policies/documentation such as Staff Code of Conduct, Staff handbook, The teaching assistant standards • Contribute to the overall ethos/work/aims of the school • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • 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

Signed _____

Date _____