

# Job Description

## Teaching Assistant (Level 2)

<b>Job Purpose:</b>	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. Staff will be able and enthusiastic about working with a variety of professional disciplines and to put the child at the centre of their work.
<b>Reporting to:</b>	Head teacher / SLT Liaison / Subject/Phase Leader / Classroom Teacher
<b>Liaising with:</b>	Headteacher, SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians
<b>Responsible for - Staff</b>	No line management responsibility.
<b>Salary:</b>	Grade 3
<b>Working Hours:</b>	08:45 to 15:45 Monday to Friday Term time plus one additional week (30 min paid lunchtime responsibilities each day).
<b>Disclosure level:</b>	Enhanced DBS with Barred list check
<b>Support for Children</b>	
<ul style="list-style-type: none"> <li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>• Promote the inclusion and acceptance of all pupils</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> <li>• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li> </ul>	
<b>Support for Teachers</b>	
<ul style="list-style-type: none"> <li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>• Assist with the planning of learning activities</li> <li>• Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</li> <li>• Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.</li> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Establish constructive relationships with parents/carers</li> <li>• Administer routine tests and invigilate exams and undertake routine marking of pupils' work</li> <li>• Provide clerical/administration support e.g. photocopying, typing, filing, money, pupil homework preparation etc.</li> </ul>	
<b>Support for the Curriculum</b>	
<ul style="list-style-type: none"> <li>• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses</li> <li>• Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1/2, early years and recording achievement and progress and feeding back to the teacher</li> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li> <li>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.</li> </ul>	
<b>Support for School</b>	

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 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 in non-teaching 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

#### **Quality Assurance**

- Help implement School and Trust quality assurance procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

#### **Performance Management & Professional Development**

- Engage actively with the annual performance management review process, in accordance with the Trust's policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- Ensure colleagues receive information and feedback on professional development activities undertaken.
- Take part in the Trust's staff development programme by participating in arrangements for further training and professional development.

#### **Communication and Liaison**

- Maintain appropriate records and provide relevant accurate and up to date information for MIS, registers, etc.
- Complete any relevant documentation to assist in the tracking of pupils' progress and use information to inform teaching and learning.
- Co-operate with others to ensure sharing and effective use of resources to benefit the children, school or wider trust.

#### **Data Protection**

The Trust holds information about pupils, local residents and employees, amongst others. Everyone who works for or represents the trust must protect the personal data that they use, and be aware of their obligations under the General Data Protection Regulation (GDPR). The use of personal data must be fair, legal and proportionate. All staff must undergo mandatory data protection training applicable to their job role.

#### **Health & Safety**

- To undertake all appropriate health and safety training specific to your service area.
- To effectively and proactively implement health and safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

#### **Signatures**

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and salary.

Date: 20<sup>th</sup> January 2025