



WILLOW GROVE PRIMARY SCHOOL
JOB DESCRIPTION – TEACHING ASSISTANT LEVEL 2

Responsible to:	Headteacher and Class Teacher
Line Manager:	Class teacher and a senior member of staff
Grade:	G4 points 14-19
Hours of Work:	Term time only (190 days) – 32 hours per week
Liaising with:	Headteacher, Senior Leadership Team, Line Manager, Class Teacher and other Support Staff
DBS Disclosure Level:	Enhanced
Job Purpose:	To work under the direction of senior and teaching staff to operate as part of the staff team to support the learning/wellbeing/support programmes and the development of all pupils whether it be in a general classroom setting or outside the main teaching area
Visions and Values	To uphold the Vision, Mission Statement and Values for the School

Willow Grove Primary School

Teaching Assistant Level 2 Job Description

Support for pupils

- Use specialist skills/training/experience to support pupils;
- work with individual pupils and small groups of pupils on specific behaviour and academic programmes;
- develop positive behaviour management strategies in collaboration with class teachers;
- withdraw pupils, exhibiting unacceptable behaviours, for individual work;
- withdraw pupils for individual work to assist in the differentiation of work;
- actively seek areas in which pupils can succeed and be praised, in order to build up self-esteem and self-confidence;
- assist an individual/group of children with programmes of personal and social education including those at meal-times;
- supervise children about the school, for example at Break;
- encourage, promote and monitor the personal/social development of pupils;
- monitor pupils 'at risk' and initiate Safeguarding procedures where appropriate;
- provide feedback to pupils in relation to their progress;
- Train in, and use where appropriate, Team Teach Physical Intervention strategies;

Support for the teacher (when covering for TA Level 3 or 4)

- work with the teacher and contribute towards establishing an appropriate learning environment;
- work closely with the teacher to develop behaviour strategies for pupils;
- provide accurate and objective feedback to the teacher on the progress of individual or groups of children;
- contribute to the "administrative" aspects of teaching, for example, word processing, photocopying, communications and Behaviour Watch recording systems;
- prepare teaching materials, for example, art-work, reprographics;
- make ready lessons and practical activities;
- in collaboration with teachers, develop teaching materials and teaching aids for classroom use;
- assisting with teaching / instruction in class or by withdrawing individual or groups of children for specified activities;
- ensure that the classroom and whole school learning environment is left clear and tidy, and that damaged displays are repaired every evening, ready for the following day;
- Ensure resources and resource areas are tidy, organised and prepared for the following day;

Support for the school

- display children's work;
- ensure that materials/resources are of a high standard and are cleaned/maintained properly;
- undertake all tasks relating to photocopying, collation of work, preparing materials;
- be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety, confidentiality and data protection;

- contribute to the overall ethos and aims of the school;
- attend staff meetings and participate in appropriate training;
- assist with the oversight and day-to-day maintenance of electronic, audio-visual and reprographics equipment/materials;
- be instrumental in collating, collecting, ordering and disseminating resources or materials, plus other basic administration (for example, audit/stock-taking);
- foster a clean and tidy environment, leading by example;
- contribute to good order, encourage and promote acceptable standards of behaviour, dress, hygiene, punctuality, tidiness, work habits, attendance, etc. of pupils;
- undertake simple first aid and medical care, comforting children who are ill, injured or distressed;
- accompany children to hospital/clinic, and take sick children home;
- act as a role model, displaying appropriate standards of behaviour, dress and conduct;
- supervise pupils on trips and out of school activities;
- administrative support in relation to filing, typing, collecting money etc;
- Engage with Team Teach training to facilitate positive handling as and when necessary with the pupils;

Experience

- experience of working with children with SEN particularly relating to Emotional, Social and Behavioural Difficulties
- experience of working in a school setting
- experience in routine administrative tasks

Qualifications/Training

- NVQ Level 2 or equivalent qualification
- Appropriate First Aid Training
- Team Teach Positive Handling Training

Knowledge/Skills

- Good numeracy and literacy skills
- Good ICT skills
- Ability to use technology commonly found in schools
- Ability to identify own training and development needs
- Ability to relate well to adults and children
- Ability to work as part of a team
- Ability to work to deadlines and produce materials of high quality
- Ability to use initiative

All job descriptions are subject to amendment and personalisation