



Job Description

TITLE:	Teaching Assistant Level 2
PURPOSE:	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.
RESPONSIBLE TO:	SENCO
LIAISES WITH:	Staff, pupils, parents, visitors and external agencies.
SALARY GRADE:	G3 – 29 hours 10 minutes per week, term-time only 8.30am – 3.00pm with a 40 minute lunch break.

SUPPORT FOR PUPILS
<ul style="list-style-type: none"> • Supervise and provide particular support for pupils, and others, ensuring their safety and access to learning activities • 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 the inclusion and acceptance of all pupils • Encourage pupils to interact with others and engage in activities led by the teacher • Set challenging and demanding expectations and promote self-esteem and independence • Assist with the planning of learning activities. • Provide feedback to pupils in relation to progress and achievement under guidance of the teacher • Undertake a half-termly progress review for SEND
SUPPORT FOR TEACHERS
<ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work • Use strategies, in liaison with the teacher, to support pupils to achieve learning goals • Assist with the planning of learning activities • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems • 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 • Establish constructive relationships with parents/carers • Administer routine tests and invigilate exams where required • Deliver structured and agreed learning activities/teaching programmes in your subject area (and other areas as required) • Deliver programmes linked to local and national strategies, e.g. literacy, numeracy, recording achievement and progress and feed back to teaching staff • To prepare, maintain and use resources required to meet the relevant learning activity and assist pupils in their use

SUPPORT FOR THE CURRICULUM

- Deliver structured and agreed learning activities/teaching programmes in your subject area (and other areas as required) adjusting activities according to pupil responses
- Deliver programmes linked to local and national strategies, for example, literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use those resources required to meet the relevant learning activity and assist pupils in their use

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 an appropriate person
- 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 may be reasonably directed
- Participate in training, other learning activities and performance management as may be reasonably directed
- Assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

RELATIONSHIPS

The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them with the aim of improving the quality of teaching and learning in the school.

The Governors of the Deanery High School do not operate a flexi-time system. If, however, it becomes necessary to work outside the contracted hours then, with the agreement of your line manager it is possible to agree time off in lieu or, in particular circumstances, to make overtime payments.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the responsibility level (grade).