LEVEL 2 TEACHING ASSISTANT

JOB DESCRIPTION

RESPONSIBLE TO: Headteacher

PURPOSE OF 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.

PRINCIPAL RESPONSIBILITIES:

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| 1. | Assist with the development and implementation of individual and group programmes across all year groups. |
| 2. | Establish constructive relationships with pupils and interact with them, according to individual needs. |
| 3. | Encourage pupils to interact with others and engage in activities led by the teacher. |
| 4. | Set challenging and demanding expectations and promote self-esteem and independence. |
| 5. | Provide feedback to pupils in relation to progress and achievement under guidance of the teacher. |
| 6. | Attend to children’s personal needs, including pastoral, social, health, physical  hygiene, minor first aid and welfare matters. |
| 7. | Establish good relationships with pupils, acting as a role model by presenting a  positive personal and professional image and responding appropriately to individual needs. |
| 8. | Promote the inclusion and acceptance of all pupils. |
| 9. | Encourage pupils to act independently as appropriate. |
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| 10. | Provide curricular clerical/admin support, eg. photocopying, making lists,  collection of monies. |
| 11. | Under the direction of the teacher prepare the classroom for lessons and clear up  afterwards, as appropriate. |
| 12. | Assist in the development and implementation of behaviour management  strategies. |
| 11. | Undertake pupil record keeping and updating records, information and data,  producing reports as required. |
| 12. | Establish constructive relationships with parents/carers and report on  information from parents/carers to the teacher. |
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| 13. | Administer and assess routine tests and invigilate exams and undertake  routine marking of pupil’s work. |
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| 14. | Undertake structured and agreed learning activities/programmes, including  those linked to local and national learning strategies. Adjusting activities  according to pupil responses and recording achievement and progress and  providing feedback to the teacher. |
| 15. | Support the use of ICT in learning activities and develop pupils’ competence  and independence in its use. |
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| 16. | Be aware of and comply with child protection procedures, health and safety  and security, confidentiality and data protection, reporting any concerns to the  relevant member of staff. |
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| 17. | Maintain good relationships with colleagues and work together as a team. |
| 18. | Assist in the supervision of classroom and outdoor activities. |
| 19. | Assist with the supervision of groups of pupils for short periods when  the teacher is not present. |
| 20. | Contribute to the overall ethos/work/aims of the school. |
| 21. | Be aware of and support difference and ensure all pupils have equal access  to opportunities to learn and develop. |
| 22. | Attend relevant meetings. |
| 23. | Participate in training, including relevant learning strategies and other learning  activities and performance management where required. |

### Level 2 Teaching Assistant

**Person Specification**

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| **Person Specification** | **Essential Criteria** | **Desirable** | **How Assessed** |
| **Education & Qualifications** | * NVQ 2 for Teaching Assistant or equivalent qualification * Good numeracy & literacy & skills equivalent to L1 Literacy and Numeracy or GCSE English & Maths * Willingness to undertake training in relevant learning strategies | ICT skills  First Aid at Work Certificate | Certificates  Application form, Interview. |
| **Knowledge & Experience** | * Working with or caring for children of a relevant age to those in the school * Basic understanding of a child’s development and learning. * Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role * General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies * Knowledge & experience of resources preparation to support learning programmes | Previous experience of working with EYFS children would be an advantage. | Application form, Interview. |
| **Skills &**  **Abilities** | * To build effective working relationships with pupils & colleagues * Effective use of ICT to support learning * Familiar with the use of other equipment technology such as ipads for observation, photocopier, interactive whiteboard. * To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. * To promote a positive ethos & good role model * To liaise sensitively & effectively with parents & carers, recognising your role in pupils’ learning * Understanding of inclusion and how it applies in a school setting * To constantly improve own practice/knowledge through self-evaluation and learning from others | Flare and creativity when completing displays. | Application form, Interview, task at interview. |
| **Work Circumstances** | * To work flexibly as the workload demands * Occasional out of hours working to support school functions. * Any other reasonable duties commensurate with the position. |  | Application form, Interview. |