



JOB DESCRIPTION

Post Title: TEACHING ASSISTANT Grade 2

Scale: Teaching Assistant Grade 2

Reporting To: SENCo / TEACHER

Main Purposes of the Job:

- To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.
- To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.

Main Responsibilities and Tasks:

Under the direction of and within an educational plan provided by the classroom teacher the Teaching Assistant may:

SUPPORT FOR PUPILS

- Use specialist (curricular/learning/behavioural management) skills/training/experience to support pupils.
- Assist with the development and implementation of Pupil Profiles and Pupil Plans where appropriate.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.

- Promote the inclusion and acceptance of all pupils within the school community.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Support with internal and external assessments.
- Provide general clerical/administrative support for agreed activities.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support the use of technology in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

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.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher and SENCo, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as required.
- Supervise and support pupils as directed in clubs and lunch-time duties.

Other Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Contacts:

In all contacts the postholder will be required to present a good image of the School and the Trust as well as maintaining constructive relationships. This includes social media and online activity.

Internal:

External:

Notes:

- This post is subject to an enhanced DBS check.
- The Headteacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equalities Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.