

## JOB DESCRIPTION

POST: **Teaching Assistant Level 2**  
REPORTING TO: **Class Teacher in conjunction with Director of Inclusion**

### MAIN PURPOSE OF THE JOB

To support pupils and teachers in the delivery of quality teaching and a modern curriculum, aiming to:-

- Assist with learning activities and other specified requirements linked to the academic, social and emotional development of pupils.
- Promote the involvement of pupils in the social and academic process of the school.
- Enable pupils to become more independent learners.
- Help raise standards of achievement for all pupils.
- Be responsible for safeguarding and promoting the welfare of children you are responsible for or come into contact with.

### **1. PASTORAL AND WELFARE**

- To be responsible for safeguarding and promoting the welfare of children you are responsible for or come into contact with, in accordance with school procedures.
- Assist with the implementation of pupil education or behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.
- Observe behaviour and use awareness of behaviour management strategies, with an emotion coaching approach, and communication strategies to deal with cases of low-level disruption.
- Demonstrate and encourage resilience and reflection to facilitate learning.
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupil development and maintain the overall ethos of the school.
- Have proper and professional regard for the school's vision, values and ethos.
- Be a school First Aider.

### **2. TEACHING AND LEARNING**

- Supervise and support pupils in the learning environment.
- Give additional support and remove barriers for those with special educational needs to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- Assist pupils in or out of the classroom, adjusting learning as necessary to meet the needs of the pupils and curriculum.
- Monitor and feedback on pupil progress, achievement and concerns, including feedback to pupils.

### **3. GENERAL**

- Provide clerical and other support to meet service delivery requirements.
- Support teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group of pupils, under the supervision of the teacher, to meet service delivery requirements.
- Administer routine tests and provide feedback on pupils' work.
- Create and maintain a purposeful and supportive learning environment.
- Prepare and use required learning resources to meet the needs of pupils and curriculum.
- Participate in meetings and CPD and assist less experienced colleagues when appropriate.
- Maintain awareness of the importance of appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
- Undertake any duties, directed by the Headteacher, that the employee has the appropriate training for and/or is deemed competent to carry out.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*