



## **JOB DESCRIPTION**

*Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**Post Title:** Teaching Assistant Level 2

**Responsible to:** Head teacher/Assistant Head/Class teacher

### **Purpose of Job**

To provide assistance for the class teacher in supporting an individual pupil or groups of pupils to enable them to access school life and the curriculum as fully as possible.

### **The duties of all Teaching Assistants**

#### **Educational Support**

- developing an understanding of the needs of the pupils involved
- establishing a supportive relationship with the pupils concerned
- assisting the pupils to learn as effectively as possible in class, group and individual situations
- working with the children to assist with the development of their communication, reading and writing skills, manual dexterity skills, basic educational skills and general curriculum activities, as directed by the teacher
- assisting the children to communicate with the teacher and to carry out the teacher's instructions
- reinforcing what has been communicated during a lesson as agreed with the teacher
- keeping the pupils on task and building motivation
- helping promote and reinforce the pupils' confidence, self esteem and independence

#### **Welfare duties**

- assisting with the children's physical needs and supporting with appropriate training to develop independence.

#### **Assessment Planning and Preparation**

- monitoring and recording pupils' progress
- attending regular meetings with the class teacher and other professionals to discuss and provide information on the childrens' progress
- assisting in the development, implementation and review of SEND support plans
- preparing teaching resources and materials
- assisting with other class activities, display, etc.

**Professional Development**

- being aware of school policies and procedures
- attending support staff meetings
- attending relevant in-service training

**Supervision of children**

- assisting with the supervision of the children and others in the class during breaks, on school trips, playtime and if the teacher is temporarily absent from the classroom (normally no longer than 10 minutes) or working with an individual or group of children
- Such other duties as are consistent with the overall level, nature and grading of the post.