**Teaching Assistants Level 2**

**Job Description**

|  |
| --- |
| **Job 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.***KCSIE: Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that you should consider at all times, what is in the best interests of the child.”*** |
| **Major Tasks**  |
| * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
* Provide intimate care to pupils with a health care plan.
* 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
* 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
 |
| **Contacts & Relationships** |
| * Supervise and provide particular support for pupils, including those with special needs, 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
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
* 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
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
 |
| **Creativity** |
| * 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, problems etc.
* Administer routine tests and invigilate exams and undertake routine marking of pupils’ work
* Provide clerical/admin. support e.g. photocopying, classroom displays, preparing resources,
 |
| **Decisions** |
| * 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
 |
| **Management & Supervision** |
| * No Management or Supervisory responsibilities
 |
| **Supervision Received** |
| * Appropriate teaching staff/Headteacher/Deputy Headteacher
 |
| **Complexity** |
| * Primarily following set procedures/plans with the need to deal with unexpected problems from time to time
 |
| **Resources** |
| * 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
 |
| **Impact** |
| * Pupils are effectively supported to achieve their potential
 |
| **Physical Demands** |
| * Preparing equipment for lessons/activities, putting up displays moving small classroom furniture.
 |
| **Working Environment** |
| * Both inside and outside the school building
 |
| **Emotional Context**  |
| Emotional strain is not a major part of the role but an incidental part that may occur |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |
| I confirm that I agree with the requirements of the job description aboveSigned ……………………………………………………….. Date …………………………. |