

Teaching Assistant Level 2

Job Description

Job Purpose

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Key duties:

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.

Teaching Assistants in this role may also:

1. Assist in the development of individual development plans for pupils (such as Individual Support Plans)
2. Support the work of volunteers and other teaching assistants in the classroom
3. Support the use of ICT in the curriculum
4. Invigilate exams and tests
5. Assist in escorting and supervising pupils on educational visits and out of school activities
6. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays

7. Support children's learning through play
8. Support pupils in developing and implementing their own personal and social development
9. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
10. Monitor and manage stock and supplies for the classroom.
11. Carry out other reasonable duties, as directed by the headteacher, which are commensurate with the post.

Indicative knowledge, skills and experience

- Working at or towards national occupational standards (NOS) in Supporting Teaching and Learning, reflected in the mandatory units of the level 3 NVQ and Level 3 certificate in supporting teaching and learning on the Qualification and Credit Framework.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

And any other tasks as directed by the Headteacher.

Person Specification

	Essential	Desirable	Method of Assessment
APPLICATION	<ul style="list-style-type: none"> Completed application form Well-structured supporting statement indicating suitability for the post. This should include practical examples of successes within a school context (No longer than two sides of A4 please) Fully supported in reference 		REFERENCE LETTER
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> NNEB, NVQ 2 or CACHE level 2 or BTEC Level 2 or equivalent qualification in a relevant discipline 5 GCSE's including Maths and English, grades A-C 	<ul style="list-style-type: none"> Current first aid certificate 	APPLICATION FORM CERTIFICATES
SAFEGUARDING	<ul style="list-style-type: none"> Successful enhanced DBS Disclosure Demonstrate a secure knowledge of child protection procedures 		LETTER DBS CERT INTERVIEW
EXPERIENCE	<ul style="list-style-type: none"> Current experience of working within a school environment Demonstrate high standards of classroom practice Experience of working with children with a range of needs including ASD Assist with delivering programmes of learning for individuals, groups and whole classes 		APPLICATION FORM LETTER INTERVIEW REFERENCE

SKILLS, KNOWLEDGE AND APTITUDE	<ul style="list-style-type: none"> • Ability to establish professional relationships and to take an active role within a team • Ability to use initiative and resolve problems as they arise • Good written and oral communication skills • Enthusiasm and ability to use initiative • A willingness to work co-operatively with a wide range of professionals • Willingness to undertake further appropriate training as required by Senior Management Team • Ability to work within the LA and school's policies and guidelines. 	<ul style="list-style-type: none"> • Ability to support with whole classes. 	APPLICATION FORM LETTER INTERVIEW REFERENCE
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Approachable manner, reliable, conscientious, articulate • Sensitive to the needs of vulnerable children and their parents • Commitment to achieve high standards and to continuing personal and professional development • High level of confidentiality and discretion • Enthusiasm, drive and flexibility • Calm and positive approach • Willingness to get involved in all aspects of school life 	<ul style="list-style-type: none"> • Willingness to further develop professional knowledge and understanding 	APPLICATION FORM LETTER INTERVIEW REFERENCE