

Teaching Assistant Level 2

Job Description

Grade: GR2 with SEND Allowance subject to formal evaluation under the Pay Equity Review

1. Job Purpose

- 1.1 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2. Key Responsibilities

Support for Pupils

- 2.1 Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- 2.2 Support children with special needs
 - 2.2.1 Sensory and/or physical impairment
 - 2.2.2 Cognition or learning difficulties
 - 2.2.3 Behavioural, emotional and social development needs
 - 2.2.4 Communication and interaction difficulties
 - 2.2.5 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- 2.3 Support for Gifted and Talented pupils

Support for the teacher(s)

- 2.4 Provide support for learning activities by
 - 2.4.1 Supporting the teacher in the planning and evaluation of learning activities
 - 2.4.2 Supporting the delivery of learning activities

- 2.5 Support in organising effective learning environments and maintaining appropriate records
- 2.6 Support literacy and numeracy activities in the classroom
- 2.7 Support the maintenance of pupil safety and security
- 2.8 Contribute to the management of pupil behaviour by
 - 2.8.1 Promoting school policies with regard to pupil behaviour
 - 2.8.2 Supporting the implementation of strategies to manage pupil behaviour
- 2.9 Undertake routine marking in line with school policy
- 2.10 Provide clerical/admin. support, e.g. photocopying, collecting money, administer coursework

Support for the school

- 2.11 Provide support to colleagues
- 2.12 Develop own effectiveness in a support role

Support for the curriculum

- 2.13 Support the use of information and communication technology in the classroom
- 2.14 Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

General

- 2.15 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.16 To ensure their tasks are carried out with due regard to Health and Safety
- 2.17 To participate in appropriate professional development including adhering to the principle of performance management.

- 2.18 To adhere to the ethos of the school
 - 2.18.1 To promote the agreed vision and aims of the school
 - 2.18.2 To set an example of personal integrity and professionalism
 - 2.18.3 Attendance at appropriate staff meetings and parents' evenings within working hours
- 2.19 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title: Qualified Teacher / Head of School
- 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - ~~3. Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
None			

5. Special Conditions

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	NVQ Level 2 qualification	AF/C
	Good numeracy and literacy skills	AF/I/T
	Good ICT skills	AF/I/T
Experience Relevant work and other experience	Experience of working with children	AF/I
	Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals	AF/I
	Some experience of using ICT effectively	AF/I
	Knowledge of policies and codes of practice/legislation	AF/I
	Knowledge of safeguarding and child protection	
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I/T
	A good understanding of child development and learning processes, including those with SEND	AF/I/T

	The ability to follow instructions from the teacher and also be able to work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	The experience of and the ability to deal positively with children and parents	AF/I/T
	The ability to manage behaviour calmly. positively and effectively	AF/I/T
	The ability to implement assessment for learning under the guidance of the teacher	AF/I
	Show initiative and work independently	A/F
Training		
Other	Enjoy working with children	AF/I/T
Circumstances incompatible with employment:	Criminal convictions that could place children at risk.	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: David Aldworth

Date: 5.1.2025
