



RED HILL CE PRIMARY SCHOOL

TEACHING ASSISTANT (GRADE 2) JOB DESCRIPTION

Conditions of Service: NJC for Local Government Services
31 hours 15 minutes per week (or proportion for part-time)
TERM-TIME ONLY 39 weeks per academic year (195 days)
LEAVE ENTITLEMENT based on 6.6 weeks (7.6 after 5 years)

Grade: TA2 - Point Range 5-6

JOB PURPOSE

To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction of and within an education plan provided by the classroom teacher:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- To deputise in the absence of a 1-1 Teaching Assistant.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- Within competence to assist the teacher in the delivery of educational and developmental work programmes.
- To monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children.
- To take on cover supervisor role in the absence of the class teacher

QUALIFICATIONS REQUIRED (ESSENTIAL)

Qualified Status

The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

SUPERVISORY RESPONSIBILITY

None.

SUPERVISION RECEIVED

Classroom teacher/designated supervisor.

PRINCIPAL CONTACTS

Pupils, parents, classroom teacher/supervisor, other professional groups, other Teaching Assistants.

Data Protection

- Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage.
- Use school-approved platforms and tools for communication and data sharing.
- Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.
- Participate in data protection training as required.

PERSON SPECIFICATION FOR GRADE 2 TEACHING ASSISTANT

Requirement	Essential	Desirable
Qualifications and training	NVQ Level 2 for Teaching assistants or equivalent qualification or experience Very good literacy and numeracy skills	Training in a curriculum area: e.g. literacy, numeracy, or learning area such as speech and language etc First aid training
Experience	Experience of working with children of relevant age Ability to use ICT effectively Experience of providing specialist support to pupils with and without SEN	
Knowledge, Understanding and Skills	Good communication skills, both written and verbal Understanding of principles of child development and learning processes Ability to manage behaviour effectively, both whole class and individual, through the use of a range of behaviour management strategies Ability to self – evaluate learning needs and actively seek learning opportunities Full working knowledge of relevant policies / codes of practice Working knowledge of national curriculum and other relevant learning programmes and strategies	
Motivation and Personality	Able to work independently and to manage own time efficiently Able to work as part of a team and to communicate effectively with staff at all levels Able to liaise with staff to ensure children's needs are met Warm and caring personality, friendly and able to relate well to children and adults Commitment to equal opportunities for all	Willingness to be involved in the wider life of the school