

Teaching Assistant Level 2

Job Description

Job title	Teaching Assistant Level 2
School	Millfields First School
Responsible to	Headteacher, senior leaders and class teacher
Grade	Level 2

Job purpose

To work under the direction and supervision of teaching and senior staff to support the learning, progress, wellbeing and development of pupils. The postholder will support individuals and groups, including pupils with special educational needs and disabilities. The role may include dedicated one-to-one support for a pupil with an Education, Health and Care Plan, delivery of planned interventions, support for personal or medical needs and first aid duties where required.

Supporting pupils

- Support pupils to access learning and participate fully in school life.
- Work with individual pupils, small groups and whole classes under the direction of the class teacher.
- Help pupils develop independence, confidence, resilience and positive attitudes to learning.
- Encourage pupils to follow the school's expectations for behaviour and relationships.
- Promote pupils' social and emotional development, wellbeing and inclusion.
- Establish positive and professional relationships with pupils and act as a consistent role model.
- Provide appropriate encouragement, feedback and support.
- Support pupils during transitions between activities and areas of the school.
- Supervise pupils as required, including at breaktimes, lunchtimes, on educational visits and during other school activities.

SEND and one-to-one support

- Support pupils with SEND in accordance with their individual needs, agreed strategies and support plans.
- Provide dedicated one-to-one support for a pupil with an EHCP or other identified additional need when required.
- Implement provision and strategies set out in EHCPs, individual provision maps, support plans and other relevant documents.
- Help pupils access the curriculum while actively developing their independence and avoiding unnecessary dependency.
- Adapt resources and approaches, under the guidance of teaching staff and the SENCo, to meet individual needs.
- Support communication, interaction, sensory, physical, emotional or behavioural needs as appropriate.
- Observe pupils and provide accurate feedback to the teacher and SENCo about progress, engagement and concerns.
- Work collaboratively with teachers, the SENCo and other professionals involved with individual pupils.

- Following suitable training, support personal care, mobility, medical or intimate care needs in line with school policy and individual care plans.

Supporting teaching and learning

- Assist teachers with the preparation and organisation of learning activities, equipment and resources.
- Help pupils understand instructions and participate successfully in learning activities.
- Reinforce learning introduced by the teacher and help pupils practise and consolidate key skills.
- Promote high standards of effort, presentation and behaviour for learning.
- Help maintain an organised, purposeful and stimulating learning environment.
- Support the safe and effective use of practical equipment, learning resources and technology.
- Assist with displays and the celebration of pupils' learning where required.
- Contribute to observation and assessment as directed by the teacher.
- Give timely feedback to the teacher about learning, progress, participation and difficulties encountered.

Interventions

- Deliver structured interventions to individual pupils or small groups as directed by the class teacher, SENCo or another appropriate member of staff.
- Follow agreed intervention programmes accurately and consistently.
- Keep appropriate records of attendance, engagement, learning and progress.
- Provide regular feedback about the impact of interventions and contribute to their review.
- Support agreed adaptations to interventions where directed.
- Ensure intervention work complements pupils' wider classroom learning and helps them apply skills independently.

Communication and teamwork

- Communicate clearly, professionally and respectfully with pupils, colleagues, parents, carers and other professionals.
- Develop effective working relationships with teachers, teaching assistants and the wider school team.
- Share relevant information with the class teacher and other appropriate staff promptly.
- Attend meetings, training and briefings as required.
- Contribute positively to the work of the class, year group, phase and wider school.
- Maintain confidentiality and handle sensitive information appropriately.
- Communicate with parents and carers within the boundaries of the role and in accordance with school procedures.
- Refer parental concerns or significant issues to the class teacher or an appropriate senior member of staff.

Behaviour and pastoral support

- Promote and consistently apply the school's behaviour policy, routines and expectations.
- Support pupils to build positive relationships and resolve difficulties appropriately.
- Use agreed strategies to support emotional regulation and behaviour.
- Recognise changes in a pupil's behaviour or wellbeing and report concerns promptly.
- Support pupils to develop social skills, self-regulation and independence.

First aid and medical support

- Undertake an appropriate first aid qualification and act as a trained first aider if required by the school.
- Provide first aid to pupils, staff or visitors within the level of training received.

- Follow school procedures for recording and reporting accidents, injuries and medical incidents.
- Support pupils with identified medical needs in accordance with individual healthcare plans and school procedures, where appropriate.
- Complete relevant medical training required to support particular pupils.

Safeguarding

- Comply with the school's safeguarding and child protection policies and procedures.
- Recognise that safeguarding and promoting the welfare of children is everyone's responsibility.
- Report safeguarding or child protection concerns immediately to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead.
- Maintain appropriate professional boundaries with pupils at all times.
- Complete required safeguarding training and keep knowledge up to date.
- Follow school procedures for confidentiality, information sharing and record keeping.

Health safety and welfare

- Promote the health, safety and wellbeing of pupils.
- Follow school risk assessments and health and safety procedures.
- Report hazards, accidents and concerns promptly.
- Help pupils use equipment and resources safely.
- Assist with emergency procedures and evacuation arrangements where required.

General responsibilities

- Uphold the ethos, values, policies and procedures of Millfields First School.
- Promote equality, inclusion and respect for every member of the school community.
- Demonstrate professionalism, reliability, punctuality and confidentiality.
- Participate in appropriate training and continuing professional development.
- Work flexibly across classes, year groups or areas of the school according to need.
- Undertake playground, lunchtime or other supervision duties where required.
- Support school events, visits and activities where appropriate.
- Carry out other duties reasonably requested by the Headteacher that are consistent with the level and responsibilities of the post.

Additional information

This job description describes the main duties of the post but is not exhaustive. Responsibilities may change according to the needs of the school and will be reviewed periodically in consultation with the postholder.

Appointment is subject to the school's safer recruitment procedures and all appropriate pre-employment checks, including an enhanced DBS check, satisfactory references and any other checks required by current guidance.