

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

Job Title: Teaching Assistant (Grade 2)

Conditions of service: Term Time Only

Line Managed by: SLT

Purpose of Role

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 of Typical Responsibilities and Tasks

- To follow and implement school vision, values and associated policies and procedures to ensure a safe and flourishing environment for all children.
- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required.
- To monitor and report individual children's progress, achievements and developmental needs to the classroom teacher or designated supervisor as appropriate.
- Contribute to curriculum planning and evaluation and assist with its implementation.
- Assist the classroom teacher in the planning and delivery of work targeted intervention for individuals and groups of children.
- To promote and foster a love of learning through engagement and motivation of children.
- Identify and report uncharacteristic behaviour patterns following safeguarding and child protection procedures.
- Monitor and provide for general care, safety and welfare of pupils, including tasks connected with their social inclusion and personal/physical care.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Have and maintain high expectations for pupil behaviour and model these through personal professional conduct.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Assist in the personal, social, emotional development of pupils and development of self-worth and esteem.
- Undertake those activities necessary to foster the intellectual and social development of children.
- Undertake routine and non-routine administrative work as appropriate, e.g. preparation of classroom resources. (This is not to distract from the primary role of support children's learning)

- To assist other staff and supervise children as directed during lunchtime, while children are eating and/or during playtime.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Job Responsibilities may also include:

Under the direction and control of the Classroom Teacher-

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Contributing to the formulation of Individual Education Plans including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
- Active involvement in the preparation and development of the children's learning environment including the care of teaching aids, equipment, materials and resources.
- To assist the teacher in liaising with parents and professionals
- To assist at an appropriate level with the provision of general care and welfare of children including personal hygiene, first aid, administering of medication. This list is not exhaustive.