



Teaching Assistant L2

Job Description

resilience | teamwork | independence | respect

Job Title: Teaching Assistant (L2) EHCP Support

Job Purpose: To work with Teachers to support teaching and learning by working with an identified individual (EHCP), small groups of pupils or within the general classroom under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Relationships: The post holder is responsible to the Headteacher for their duties and responsibilities. Close liaison with all LEFS staff members will be expected.

Duties and Responsibilities

General Duties as a Teaching Assistant:

- A. Promote the school's vision and values, encouraging the inclusion and acceptance of all children
- B. Maintain accurate records and ensure all relevant policies and procedures are followed, particularly in relation to safeguarding, data protection, and health and safety
- C. Attend meetings, conferences, and training as required, contributing to the continuous improvement of the school
- D. Act as a positive role model for children, demonstrating high standards of professionalism and conduct
- E. Commitment to continued professional development and a willingness to learn and implement new approaches
- F. Maintaining an up-to-date understanding of child protection and safeguarding practises, in line with the school's Safeguarding and Child Protection Policy
- G. Ensuring that all interactions with children are conducted in a professional and appropriate manner
- H. Promoting a culture of safeguarding and vigilance throughout the school community
- I. Keep children safe at all times as part of their rigorous commitment to safeguarding
- J. Maintain the positive ethos and core values of the school, inside and outside the classroom.
- K. Manage behaviour calmly, positively and effectively in accordance with the school's behaviour policy and maintain good order and discipline to ensure a positive, safe learning environment.

Specific Duties as a Teaching Assistant:



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- A. Implement planned learning activities/teaching programmes as agreed with the Teacher, adjusting activities according to pupils' responses as appropriate.
- B. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- C. Support the Teacher in monitoring, assessing and recording pupil progress/activities.
- D. Provide feedback to pupils in relation to attainment and progress under the guidance of the Teacher.
- E. Support learning by arranging/providing resources for lessons/activities under the direction of the Teacher.
- F. Support pupils in social and emotional well-being, reporting problems to the Teacher as appropriate.
- G. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
- H. Understand and support independent learning and inclusion of all pupils as required.
- I. Work with individual pupils with special educational needs.
- J. Where directed, to deliver specific targets and interventions from within EHCPs and IPMs to support children with SEND.
- K. Assist in the development of individual development plans for pupils (such as Individual educational plans).
- L. Assist in escorting and supervising pupils on educational visits and out of school activities.
- M. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- N. Support pupils in developing and implementing their own personal and social development
- O. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- P. Monitor and manage stock and supplies for the classroom.
- Q. Provide support and supervision during lunchtime inside the dinner hall or outside. This may involve serving during lunchtime.
- R. To support the schools approach to play through the OPAL programme
- S. Perform any task or duty under the reasonable direction of the Headteacher.
- T. To support intimate care needs
- U. Physically supporting a child with mobility and the use of their mobility aids.

Note: The job description is not necessarily a comprehensive definition of the post and a teaching assistant may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amended after consultation with the post holder.

Review: This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only



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after full consultation with the post holder. It will be signed if agreement is reached.

Issued by Headteacher:..... **Date:**.....

Reviewed by :..... **Date:**.....