

TEACHING ASSISTANT 2 (TA2)

Conditions of Service

- NJC for Local Government Services
- 32.5 hours per week (or part-time equivalent)
- Term time only, 39 weeks per year (195 days)

Grade: SCP 5-6

Purpose of the Role

To work under the direction of the class teacher to deliver planned learning activities and interventions, supporting pupils' learning, progress, wellbeing and inclusion, including pupils with SEND.

Key Responsibilities

Support for Pupils

- Safeguard and promote the welfare, health and safety of pupils.
- Support pupils' learning, development, engagement and inclusion.
- Build positive relationships and respond to pupils' individual needs.
- Assist pupils with personal care, hygiene, medical needs and first aid, where appropriate and trained to do so.
- Support the implementation of individual education, behaviour and care plans.
- Encourage independence, self-esteem and positive behaviour.
- Provide feedback to pupils and support their academic, social and emotional development.
- Liaise with relevant staff regarding safeguarding, wellbeing and behaviour concerns.
- Promote safeguarding, positive behaviour and inclusion.
- Provide specialist support for pupils with additional educational, physical, emotional or communication needs.

Support for Teachers

- Help create and maintain a positive and effective learning environment.
- Assist in preparing learning resources and classroom displays.
- Support the planning and delivery of learning activities for individuals and groups.
- Monitor and record pupil progress and provide feedback to teaching staff.
- Encourage pupils to become confident and independent learners.
- Promote positive behaviour in line with school policies.

Support for Teaching and Learning

- Deliver planned learning activities under the direction of teaching staff.
- Deliver structured intervention programmes and targeted support.
- Prepare and adapt learning resources to meet pupils' needs.
- Support literacy, numeracy and other targeted intervention programmes.
- Promote the effective use of technology to support learning.
- Prepare, maintain and organise equipment and learning resources.

Support for the School

- Follow all school policies and procedures, including safeguarding, health and safety, confidentiality and data protection.
- Promote equality of opportunity and support good attendance and punctuality.
- Attend training, meetings and performance development activities.
- Contribute to the wider life, values and aims of the school.
- Work collaboratively with colleagues, parents/carers and other professionals.
- Liaise with teachers, parents and other professionals as required.
- Supervise pupils during breaktimes, lunchtimes, educational visits and other activities as required.
- Supervise whole classes during short-term teacher absence using work set by the teacher.

Dignity at Work

- Demonstrate a commitment to treating all pupils, families, colleagues and stakeholders with fairness, respect and dignity. Promote equality, inclusion and access to opportunities for all.

General

The duties listed above are not exhaustive and may vary to meet the needs of the school. The postholder will be expected to undertake other duties of a similar nature and responsibility appropriate to the grade of the post.

Person Specification

Essential

- GCSE English and Maths (Grade 4/C or equivalent).
- Experience of working with children and young people.
- Experience of supporting pupils with SEND.
- Ability to deliver learning activities and interventions.
- Good literacy, numeracy and ICT skills.
- Understanding of safeguarding and child development.

- Ability to work effectively within a team

Desirable

- Level 3 Teaching Assistant qualification.
- Experience of supporting pupils with SEND.
- First Aid and safeguarding training.
- Experience of cover supervision.

