



JOB DESCRIPTION

Post Title:	Teaching Assistant – Grade 2
Hours of work:	30 hours 25 minutes per week (8.50am – 3.25pm, plus one hour for staff meeting on a Wednesday claimed as overtime)
Grade:	Scale TA2, SCP 5-6 plus Special Needs Allowance
Reporting to:	Phase Leader and Assistant Head

Main purpose of the job:

To be professional at all times, work collaboratively with 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 in specialist discipline being fully involved in all stages of the planning cycle.

Main responsibilities, duties and tasks:

Under the direction and control of the class teacher /Phase Leader/Assistant Head:

- To assist the teacher with learning activities generally in the classroom.
- To assist the teacher in carrying out assessment on pupils and recording information.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To assist in the preparation of resources for lessons and activities.
- General supervision, support and behaviour management of pupils within the procedures of the school.
- To assist the class teacher in liaising with parents and professionals such as speech therapists.

- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) (following consultation and training) to assist with the administering of medicines under the direction of the appropriate medical staff;
 - (v) to assist with the identification and monitoring of children's general health and welfare.

- Assisting with tasks as directed by the class teacher.
- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Answering questions from pupils.
- Providing support for all curriculum areas.
- Assisting with supervision of children within the school.
- Assisting the pupil to access routines in the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, speech and language therapists, occupational therapists and / or physiotherapists.
- To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- To be prepared to train to administer medication to pupils.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.
- 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.

Supervision received:

Classroom teacher/Phase Leader/Assistant Headteacher.