



## TA Job Description

**Post Title:** **Teaching Assistant (Level 2)**

**Conditions of Service:** NJC for Local Government Services

**Point Range:** 5-6

**Reporting To:** Deputy Headteacher, Headteacher

All staff will promote the vision, ethos and policies of the school in order to achieve the very best outcomes for all our pupils.

### **JOB PURPOSE**

To support the 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 RESPONSIBILITIES AND TASKS**

Under the direction of and within an education plan provided by the Teacher

- To continue to promote the positive, nurturing and caring environment for our children to learn in
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Where necessary, to work with pupils with special educational needs including those with statements. This will include being familiar with the IPM targets and ensuring that appropriate/additional support is provided. Also contributing to the formulation and monitoring of the IPM and attending SEND Reviews, when necessary, and other meetings relevant to the pupil needs.
- Use specialist skills and undertake those activities necessary to meet the physical and emotional needs of pupils including those with SEND needs.
- Use specialist skills and undertake activities to foster the intellectual and social development of children including those with SEND Needs.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.

- To assist the Teacher in the delivery of educational and developmental work programmes.
- To monitor and report individual children's progress, achievements, problems and developmental needs to the Teacher as appropriate.
- Assist the Teacher in the planning and assessment of work programmes for individuals and groups of children.
- To ensure all dietary, allergen and medical needs are facilitated

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the school's Equal Opportunities policy.

#### **QUALIFICATIONS REQUIRED (ESSENTIAL)**

Qualified Status NVQ Level 2 or equivalent or above

#### **SUPERVISORY RESPONSIBILITY**

None

#### **SUPERVISION RECEIVED**

Teacher

#### **PRINCIPAL CONTACTS**

Pupils, Parents, other professional groups, other Teaching Assistants, Teacher