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 Education Health Care Plans. 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, including First Aid, once training has been received.

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