



JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

Name:	
Job Title:	Teaching Assistant Level 2
Grade:	5 (NJC point 5-6)
Hours / week:	25 hours per week
Weeks / year:	Term Time Only

GENERAL INFORMATION

The person appointed will work under the guidance of the teaching staff and within an agreed system of supervision to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom. Assistance will be provided by teachers over the whole planning cycle, and with the management and preparation of equipment and resources.

In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision.

LINE MANAGEMENT OF THE POST

The post-holder will be responsible to the Learning Coordinator who reports to the Assistant Headteacher responsible for Inclusion.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for Students

- Attend to students' personal needs and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- Supervise and support students, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact and work co-operatively with others and engage in learning activities.

- Set challenging and demanding expectations for students and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher.

Support for the Teacher

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students' work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor students' responses to learning activities and accurately record achievement / progress as directed.
- Establish constructive relationships with parents / carers.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Maintain records as requested.
- Administer routine tests, invigilate exams, and undertake routine marking of students' work, accurately recording achievement / progress.
- Promote good student behaviour, dealing promptly with conflict and incidents, in line with established policy, and encourage students to take responsibility for their own behaviour.
- Provide general clerical / administrative support, for example, administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

Support for the Curriculum

- Support students in understanding instructions.
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to student responses.
- Undertake programmes linked to local and national learning strategies, for example, literacy, numeracy, KS3, early years etc. as directed by the teachers.

- Support students in using ICT and develop students' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist students in their use.
- Monitor and manage stock and supplies, cataloguing as required.

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure that students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English, Science and Maths 	
WORK OR RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Keyboard / computer skills 	<ul style="list-style-type: none"> • Experience of working in an educational setting or other relevant environment
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Good numeracy and literacy skills 	
SKILLS & ABILITIES (RELEVANT TO POST)	<ul style="list-style-type: none"> • Willingness to participate in training and development activities • Good ICT skills 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good communication skills • Strong organisational skills • Ability to relate well to children and adults • Ability to work on your own and as part of a team • High personal work standards • Flexibility and reliability 	
SPECIAL CONDITIONS	<ul style="list-style-type: none"> • Willingness to undertake a DBS Check 	

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and in addition, as a term of your employment, you may be required to undertake various other reasonable duties, and whatever is deemed a reasonable request and/or necessary to the effective running of the school requested by the Headteacher.

Signed: _____

Dated: _____

Signed by Line Manager: _____ Dated: _____

Next review date: _____