



Job Description TA Level 2

Teaching Assistant Level 2

Reporting Relationship: Classteacher/Head of School

JOB PURPOSE

- To work under the instruction and guidance of teaching staff and/or members of the school leadership team.
- To support individuals and groups of pupils to enable access to learning.
- To assist the teacher in the management of pupils within the classroom and beyond.
- To provide support at tutor time and during social time.

MAIN DUTIES

Support for Pupils

- Supervise and provide particular support for pupils, including those with additional learning needs, ensuring their safety and access to learning activities.
- Assist with the learning and development of all pupils, including the implementation of individual plans in line with the revised ALN Code
- Following training, administer medication in accordance with the procedures for LEA and school policies.
- Following training, strategies and guidance from professionals to support pupils
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with the others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Apply strategies to encourage independence and self-confidence.
- Provide effective feedback to pupils in relation to programmes and recognise and reward achievement.

Support for the Teacher

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
- Liaise with the teacher to share short-term planning and specific learning objectives for: identified groups, individuals, whole class.
- Monitor pupils' responses to learning activities and undertake pupil record keeping as requested.
- Establish routines to ensure regular and effective feedback is given to the teacher in respect of pupils' progress towards targets for learning.
- Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning.
- Administer routine tests and invigilate exams.
- Fulfil clerical and administrative tasks as required e.g. photocopying, collecting money, filing, administer course work, distributing letters to parents.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years, assessment for learning.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Undertake programmes linked to local learning strategies e.g literacy, numeracy and ICT.
- Support the use of ICT in pupils' learning and their independence in its use.
- Prepare, maintain and use equipment and resources required to meet the agreed teaching programmes and learning activities.
- Liaise sensitively and effectively with parents, carers as agreed with the teacher.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.

Support for the School

- Be aware and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional review as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher.

PERSON SPECIFICATION

Essential Requirements

Qualifications

- NVQ2 for Teaching Assistants or equivalent qualification. - **Application Form**
- Good numeracy/literacy skills. - **Application Form**
- EWC registration - **Application Form**

Experience

- Proven experience of supporting learners with complex learning and social, emotion and behavioural needs. - **Application Form and Interview**
- Training in relevant strategies to support learning. - **Application Form**
- First aid training or willingness to undertake training. - **Application Form and Interview**

Knowledge/Skills

- Effective use of ICT to support learning. - **Application Form**
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety. - **Application Form and Interview**
- General understanding of ALN reform, national curriculum and 14-19 pathways, and other basic learning programme/strategies as appropriate. - **Interview**
- Basic understanding of child development and learning. - **Interview**
- Ability to relate well to children and adults. - **Interview**
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. - **Application Form and Interview**