

TEACHING ASSISTANT - LEVEL TWO – JOB DESCRIPTION

Accountability: A level 2 TA will work under the overall direction of SMT/ CLASS TEACHER. They will be LINE MANAGED by Mrs Heyes Deputy Headteacher/Inclusion Manager.

Key Role/ Functions

- To work under the instruction/ guidance of teaching/senior staff to undertake work /care/support programmes, to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Pupil support	Teacher support	Curriculum support	School/Service support
<ul style="list-style-type: none"> To promote pupils' development in a safe, secure , challenging environment To have regard for the safety and well being of the pupil at all times To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible To participate in pupils' play and extend and stimulate language through conversation To focus on individual pupils to ensure their needs are being met within the group. To encourage inclusion within the classroom To display pupils' work to reflect their achievement 	<ul style="list-style-type: none"> To liaise with teachers regarding the daily/weekly programme of activities and events To support activities by following teacher's planning, being promptly ready to support group tasks. To work with and with other staff delivering Individual Education, Behaviour and Health Care Plans. Use strategies in liaison with the teacher, to support pupils to achieve their targets. With the guidance of the teacher prepare resourcing for lessons. To assist the teacher in the recording and organising of the reading scheme and homework. To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom To gather information from parents/carers as requested 	<ul style="list-style-type: none"> To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies, adjusting activities to children's responses. To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use To set out, prepare and maintain equipment, indoors and outdoors 	<ul style="list-style-type: none"> To work alongside other professionals in assessing children's progress/needs To attend appropriate staff meetings as required To support parents working in schools To assist with the general supervision of pupils during breaktimes and/or when required To work as a member of the staff team in all relevant activities to develop the school To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school To be aware of all Health & Safety issues To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher To support and encourage students on Childcare courses, Work Experience etc.

<ul style="list-style-type: none"> • To encourage good personal hygiene and assist with necessary self help skills (feeding, toileting, dressing etc.) • To encourage pupils to interact with others and engage in activities led by the teacher • To assist in the supervision of pupils on outings and visits 	<ul style="list-style-type: none"> • To assist parents working in schools • To be aware of pupil problems/progress/achievements and report to the teacher as agreed • To support pupil record keeping as requested • To provide clerical support e.g. photocopying, filing, receiving and passing money to the school secretary • To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self control and independence 		<ul style="list-style-type: none"> • To be a proactive member of the school and class team • To attend relevant professional development to update knowledge • Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to SMT.
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GENERAL

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

