

JOB DESCRIPTION	
JOB TITLE:	Teaching Assistant 2a
GRADE:	Grade 4 SCP 13-17
CAR USER:	
LOCATION:	Sir John Thursby Community College, Burnley
RESPONSIBLE TO:	
STAFF RESPONSIBLE FOR:	
<b>JOB PURPOSE:      The main objectives to be achieved by the Postholder</b>	
<p>Under the teachers clear guidance, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationship with pupils.</p>	
<b>MAIN ACTIVITIES    What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b>	
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>– Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.</li> <li>– To undertake activities to assist in monitoring the personal social and emotional needs of pupils.</li> <li>– To develop positive relationships with pupils to assist pupil progress and attainment.</li> <li>– To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>– Support pupils as part of a planned inclusion programme</li> <li>– To assist in the development of varying skills that support pupils' learning.</li> <li>– To assist in the specific medical / care needs of pupils when specific training has been undertaken.</li> </ul> <p><b>Support for the Teacher</b></p> <ul style="list-style-type: none"> <li>– To assist in the monitoring/recording of pupil progress and developmental needs.</li> <li>– To assist in the production of learning resources.</li> <li>– To undertake routine classroom administrative tasks including the maintenance of records.</li> <li>– To assist in pupil supervision and assist in the management of pupil behaviour.</li> </ul>	

- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

<b>Note:</b>	<b>In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.</b>
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**Agreed by:** T. Collinge

September 2017

**Person Specification Form**

**Title of Post Teaching Assistant - Level 2**

**B2**

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: (eg application form, interview, reference etc)</b>
<b>Qualifications</b> 5 GCSE A*-C (inc Maths and English)  NVQ level 2 or above qualification – appropriate to the post (or equivalent)	E  D	AF/I/R
<b>Experience</b>  Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	E  D D  D	AF/I/R
<b>Knowledge/skills/abilities</b>  Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of National Curriculum Excellent numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E D D D E D D E D E	AF/I/R
<b>Other</b> Commitment to undertake in-service development Commitment to safeguarding and protecting the welfare of children and young people	E  E	AF/I/R
<b>Special Requirements</b>		

