The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Teaching Assistant – Level 2** |
| **Principle Responsibilities** | * To work under the instruction/guidance of teaching/senior/lead staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils in the classroom. Work may be carried out in the classroom and outside the main teaching area. May be required to supervise groups of pupils undertaking activities in non-teaching situations. * To assist in the support and integration of children with Special Educational Needs and/or disabilities (SEND) within a mainstream school |
| **Support for Pupils** | * Supervise and provide particular support for pupils, including those with SEND (if applicable), ensuring their safety and access to learning activities * Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes * Establish constructive relationships with pupils and interact with them according to individual needs * Promote the inclusion and acceptance of all pupils * Encourage pupils to interact with others and engage in activities led by teacher/ lead staff * Set challenging and demanding expectations and promote, resilience self-esteem and independence * Provide feedback to pupils in relation to progress and achievement under guidance of the teacher/lead staff * Manage data to evidence the progress of pupils * Support the Inclusion team and behaviour management programmes as directed |
| **Support for Teacher** | * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work * Use strategies, in lesson with the teacher/lead staff, to support pupils to achieve learning goals * Assist with the planning of learning activities * Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc. * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Establish constructive relationship with parent/carers * Administer routine tests, invigilate exams and undertake routing marking of pupils’ work * Provide clerical/administrative support, eg photocopying, typing, filing |
| **Support for the Curriculum** | * Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses * Undertake programmes linked to local and national learning strategies, eg literacy, numeracy, Key Stage 3, early years and recording achievement and progress and feeding back to the teacher * 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 activities and assist pupils in their use |
| **Support for the School** | * Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * To support whole school events * 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 pupils in non-teaching times, including before and after school and at lunchtime * Accompany teaching/ lead 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/lead staff * To undertake any other reasonable duty at the request and discretion of the Headteacher |

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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style * Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Participate in the school’s Performance Review and Career Development Programme for support staff * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * Promote the area of responsibility within the school and beyond * Represent the school at events as appropriate * Support and promote the school’s ethos * Undertake any other duties and responsibilities as required that are covered by the general scope of the post * Undertake any other reasonable duties at the request of the Headteacher |

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.