



## JOB DESCRIPTION LEVEL 2 CLASSROOM TEACHING ASSISTANT

<b>Name:</b>	<b>Starting Date:</b>
<b>Salary Grade:</b> E (13-15)	<b>Status of Post:</b> Permanent – Full-time
<b>Responsible to:</b> Class Teacher / Department Leader	<b>Review Date:</b> In line with cycle of appraisal / performance management
<b>Responsible for:</b> Supporting Learning and Teaching	<b>Hours:</b> 34.25 hours per week, 39 weeks per year
<b>Responsibilities:</b> Learning and Teaching	<b>Subject:</b> Classroom support

This job description may be amended at any time, following consultation between the Head Teacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

A Level 2 Teaching Assistant will work under the overall supervision of the responsible teacher. Be expected to exercise initiative and independent action and may provide specialist support in one or more specialist areas (e.g. communication, literacy, numeracy)

### Core purpose

To support the provision of a high quality educational experience for all students, including provision for health, safety and welfare in line with current pay and conditions document and National Standards for Teaching Assistants

### General duties and responsibilities:

- To work under guidance/instruction of class tutor in supporting students to access learning
- To raise standards of achievement for students in the class
- To enable students to become more independent learners



## **Main Duties**

To support the class / subject teacher in delivering programmes of learning and curriculum activities in order to meet the needs of students:

- Provide ideas for planning to support learning and teaching
- Support the teacher and other class staff to establish high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when supporting learning and teaching to ensure sound learning and discipline and maintain a safe environment in which students feel confident.
- Be familiar with the Code of Practice and identification, assessment and support of students with special educational needs.
- Assist students within the class, small groups or individually in the completion and adjustment of a range of learning, care and support activities to meet the requirements of the students and the curriculum

Under the supervision of a qualified teacher / school leader:

- Supervise and support students in the learning environment, promoting independence, inclusion, acceptance and equality of access to learning opportunities for all students
- Monitor, feedback, record and report on student progress including feedback to students and participate in completion of student profiles, records of attainment etc
- Assist with supervision of student activities
- Evaluate own learning and teaching support to improve effectiveness.
- Liaise with student families as required

To supervise students on visits, trips off-site, as required to meet curriculum requirements

## **Monitoring, assessment, recording, reporting and accountability.**

Work with colleagues to support the monitoring and evaluation of work, providing constructive feedback and setting targets for future progress, with reference to the college's current practice

Provide information for reports on individual progress of students to the teacher, other colleagues and parents as required.

## **Knowledge and Understanding**

Understand how students learning is affected by their physical, intellectual,



emotional, and social development

Select and make good use of ICT skills.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

## **Providing Personal and Welfare Care**

Provide pastoral and behavioural support when appropriate and assist in the supervision of students to ensure the college's health and safety procedures are maintained

Deal promptly with conflict using a range of communication techniques, encouraging students to take responsibility for their own behaviour and promoting independence

Carry out any medical procedures in accordance with protocols including administration of medicines

Care for a sick or injured child, accompanying them to hospital and remaining with them until a parent/carer arrives to ensure continuity of care

To provide First Aid as and when required, after undertaking necessary training

## **Supporting Students in the Learning Environment**

Assist in the planning, development and implementation of individual plans and curriculum targets for students and in the planning and evaluating of learning activities to meet the needs of students and requirements of the curriculum.

May be required to assist with mobility equipment eg hoists, wheelchairs

## **Provide Clerical and other Support**

Provide general clerical and other support to meet curriculum delivery requirements

Administer and assess routine tests and undertake marking of students' work to meet curriculum requirements

Support students during tests/exams

## **Preparing and Maintaining the Classroom Environment and Resources**

Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans working with the class / subject teacher

