JOB DESCRIPTION	
Post Title	**Teaching Assistant – Level 2A and 2B**
Status	**Permanent**
Line Manager	**Class Teacher and Key Stage Lead**
Pay Scale	**GLPC Points 5 – 11, £28,521 – £31,074 & Special School Allowance, £1,490 (FTE 1.0).** **Actual starting salary: £25,180.70 per annum, term time only, 39 weeks/year, 34.75 hours/week**
Working Hours	**Monday, Wednesday, Thursday, Friday: 8.30am – 4.00pm** **Tuesday 8.30am – 5.00pm**
Start Date	**1st September 2026**

"It takes a village to raise a child".

JOB PURPOSE

- To carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
- To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- To contribute to the overall ethos, work and aims of the school.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILTIES

- Supervise and provide support and assistance to individuals and groups of pupils including those with special needs, ensuring their safety and access to learning activities.
- Undertake structured and agreed learning activities and teaching programmes for individuals and groups of pupils, including local and national learning strategies.
- Support pupil's medical needs and vulnerabilities including the administration of First Aid, following appropriate training.
- Adjust learning activities and teaching programmes to take account of pupil needs and responses.
- Use appropriate strategies and approaches to support and assist pupils to achieve learning goals

- Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Assist with planning of learning activities.
- Monitor and record pupils' progress, achievements and responses in respect of all learning activities and teaching programmes.
- Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to pupils on their progress and achievements.
- Create and maintain an orderly and supportive environment for pupils and teachers, and assist with the display of pupils' work
- Prepare, maintain and use equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.
- Administer routine tests, invigilate exams, and undertake marking of pupils' work.
- Provide a range of clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, and administering coursework.
- Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage pupils to take personal responsibility for their behaviour.
- Promote the inclusion and acceptance, and encourage self-esteem and independence, of all pupils.
- Assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Establish and develop constructive relationships with parents/carers and appreciate and support other professionals.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
    - child protection,
    - health, safety and security,
    - confidentiality, and
    - data protection.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

Progression Arrangements - Teaching Assistant (Level 2a) to Teaching Assistant (Level 2b)

Progression for moving from Level 2a to 2b will be subject to the following requirements:

The individual Teaching Assistant (Level 2a) being able to demonstrate the following:

- successful performance in a Level 2a post for a minimum period of two years.
- evidence of continuous professional learning and development relevant to the role of a teaching assistant e.g., literacy and/or curriculum areas such as bi-lingual, sign language, dyslexia, ICT, maths English CACHE.
- working knowledge and understanding of national/foundation stage curriculum and other relevant learning programmes and strategies.
- successful experience in providing specialist learning support to pupils;

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an enhanced disclosure by the DBS and all checks in relation to KCSIE September 2024 will be carried out.

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (copy available at https://www.gov.uk/government/publications/school-teachers-pay-and-conditions) and any other current applicable legislation.

Reference should also be made to the 2003 National Agreement and the new Teachers' Standards applicable (copy available at https://www.gov.uk/government/publications/teachers-standards), applicable from July 2011.

The postholder will comply with Health and Safety requirements and specifically will take reasonable care of themselves and other persons who may be affected by their acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.