



**AYLESFORD SCHOOL**  
WARWICK

## Job Description - Teaching Assistant Level 2

|                        |  |
|------------------------|--|
| <b>Grade/Scale:</b>    | Grade F, Points 7-10   |
| <b>Hours:</b>          | 31.25 hours per week, 8.30am - 3.15pm with a half hour lunch break.<br>39 weeks per year (Term time only plus teacher training days) |
| <b>Contract Start:</b> | September 2023   |

*This job description may be amended at any time, following consultation between the Headteacher and the Teaching Assistant and will be reviewed annually.*

The post holder is responsible to the SENCo.

### Core Purpose:

To provide high quality support for children on the Special Educational Needs and Disability register, especially those with an Education Health and Care Plan.

### Curriculum Support

- Support students learning as directed, in context of fostering independence and self-esteem (e.g. modelling use of language appropriate to the task, facilitating discussions and interactions and encouraging students to reflect on their work).
- Contribute to curriculum planning and evaluation and assist in implementation.
- Assist in the introduction and/or conclusion to the lesson and interact with the teacher and students as required.

### Student Support

- Have a thorough understanding of students EHC Plan and or IEP targets, using appropriate support strategies
- Provide students with level and type of support specified by the teacher. Could include promoting increased attention and staying on task; helping with physical difficulties and encouraging independence
- Identify and report uncharacteristic behaviour patterns in students and report these to teacher
- Support students in accessing the curriculum
- Encourage and re-enforce positive interactions between students
- Assist with the supervision of students as required e.g. as they arrive/leave class
- Support individual groups of students during independent/group work (e.g. Explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus; supporting less able students; extending/challenging the more able; assisting in keeping students on task, interested, motivated and engaged).
- Assist in the personal, social and emotional development of students and in the development of self-esteem
- Monitor and provide for the general care, safety and welfare of students (excluding duties of designated first aiders) including tasks connected with the social education of a student
- Follow school and departmental Health and Safety guidelines as laid down in school policy
- Assist with the supervision of students, including accompanying small groups of students on short trips off the school premises, under the direction of the responsible teacher, in accordance with the School Visits and Journeys Policy and LEA guidance

PRIMARY | SECONDARY | SIXTH FORM

Headteacher: Tim Hodgson

Tapping Way, Warwick, Warwickshire CV34 6XR 01926 747100 office@aylesfordschool.org.uk

[www.aylesfordschool.org.uk](http://www.aylesfordschool.org.uk)

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**Teacher Support**

- Provide feedback to the teacher about the learning activities, responses to them and the support provided
- Monitor or individual or group achievement of key objectives and feedback to the teacher
- Be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials as appropriate and contribute to class/school displays when necessary
- Plan, prepare and differentiate materials as appropriate
- Contribute to the assessment of students by teachers through observation and reporting
- Record information relevant to the assessment and review of student progress
- Attend IEP and EHC Plan meetings, as appropriate and communicate issues to relevant staff
- Support the implementation of strategies to manage student behaviour and help manage student behaviour
- Undertake appropriate administrative tasks when required

**School Support**

- Have an up-to-date understanding of the role and responsibilities of a Level 2 post
- Understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national framework/policies
- Maintain confidentiality according to school and legal requirements; adhere to/maintain school policies, routines and codes of conduct and support the ethos of the school.
- Be aware of and practice within equal opportunities policies and principals and health and safety regulations. Seek to prevent accidents and report these to the designated person in school
- Be familiar with and follow where appropriate, the procedures as laid down in the Child Protection Policy
- Be available for work for 195 days a year (pro-rata if working less than a 5-day week), including attendance at in-service training and on training days
- Provide a communication route between Curriculum Area and Learning Support Area regarding SEND students
- Participate in induction training for teaching assistants and staff review/performance process and make use of professional development opportunities
- Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week
- Understand the roles and responsibilities of others within the school
- Liaise effectively with parents/carers', sharing and providing information relevant to the role
- Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post

**Signed:**

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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