

**Teaching Assistant Level 2 Job Description**

**Key Role/ Functions**

To work under the instruction/guidance of the Special Educational Needs and Disabilities Coordinators to undertake support programmes, and to assist the teacher in the management of pupils and the classroom environment.

**Specific Duties and Responsibilities**

**1. Support for Pupils**

* To promote pupils' development in a safe, secure environment.
* To have regard for the safety and well being of the pupil at all times.
* To meet the physical/medical needs of the pupil according to a pupil’s individual health care plan whilst encouraging independence wherever possible.
* To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible.
* To focus on individual pupils to ensure their needs are being met within the group.
* To encourage inclusion within the classroom.
* To encourage pupils to interact with others and engage in activities led by the teacher.
* To assist in the supervision of pupils on outings and visits.

**2. Support for Teachers**

* To liaise with teachers regarding the daily/weekly programme of activities and events.
* To work with other staff delivering Education and Health Care Plans.
* To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
* To support pupil record keeping as requested.
* To work within the established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

**3. Support for the College**

* To work alongside other professionals in assessing children’s progress/needs.
* To attend appropriate staff meetings as required.
* To work as a member of the staff team in all relevant activities to develop the College.
* To ensure knowledge of all whole College policies and implement them as relevant to their role in the life of the College, promoting the ethos of the College.
* To be aware of all Health & Safety issues.
* To treat all information relating to a pupil as strictly confidential, and refer all enquiries to the SENDCOs.
* To be a proactive member of the College and class team.
* To attend relevant professional development to update knowledge.

**4. Support for the Curriculum**

* To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies.
* To support pupils in using basic ICT as directed, developing pupils’ competence and independence in its use.

**GENERAL**

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.