



The Compton School Job Description

Job Title:	Teaching Assistant Level 2
Responsible to:	SENDCO
Salary Status:	TA Level 2 30/39, SP5-SP7 £27,030 - £27,855 FTE (actual £19,354 - £19,954)
Line Management responsibility:	None
Safeguarding Children:	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Main Purpose of the Job:

To support the classroom teacher with their responsibility for the development and education of all students.

To assist in development of students' learning, the provision of care and the management of students' behaviour under the guidance of teaching staff/senior colleagues.

Support for the Students

- Assist with the development and implementation of Education and Health Care Plans, Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Support teaching /senior staff with routine administration, e.g. photocopying, typing, filing, money, administration of coursework etc.

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Assist with the implementation of programmes linked to learning strategies e.g. literacy and numeracy, recording achievement and progress and feeding back to the teacher, offering 1:1 intervention as required or withdrawing small groups.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop.

- Contribute to the overall ethos/work/aims of the school.
- 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 students out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

The Compton School – Person Specification

Post: Teaching Assistant – Level 2

Attributes	Requirements necessary for safe and effective performance of the job	Essential	Desirable
Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • Good level of numeracy and literacy • Recognised qualification in English and Mathematics • Completion of Teacher Assistant Induction Programme • NVQ2 for Teaching Assistants or other higher-level qualification, or experience • Working knowledge / general understanding of secondary curriculum and other basic learning programmes / strategies • Understanding of relevant policies / codes of practice and an awareness of relevant legislation • Evidence of recent continued professional development 	✓ ✓ ✓ ✓ ✓	✓ ✓
Experience	<ul style="list-style-type: none"> • Proven experience of working in a successful team • Experience of working or caring for children of relevant age 	✓ ✓	
Aptitudes and skills	<ul style="list-style-type: none"> • Good Communication skills • Good IT skills and able to use ICT effectively to support learning • Ability to be self-reflective and a willingness to seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your position within these • Ability to prioritise tasks and manage own workload to achieve deadlines, often managing conflicting priorities • Well organised, self-motivated and hardworking • A caring approach and excellent interpersonal skills • First Aid training 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Personal attributes	<ul style="list-style-type: none"> • Confident and at ease when meeting and communicating effectively with a diverse range of people • Clear commitment to the team approach; able to exchange ideas and provide support for colleagues 	✓ ✓	

	<ul style="list-style-type: none"> • Ability to remain calm when under pressure and employ tact and diplomacy in difficult / sensitive situations • Commitment to personal development • Proven experience of using initiative and taking responsibility as required • An excellent attendance and punctuality record 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	
Safeguarding children	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • Enhanced DBS disclosure check 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	