



JOB DESCRIPTION

Job Title: Teaching Assistant Level 2

Grade: Level 2

Allowance: SEN

1.0 **JOB PURPOSE:**

1.1

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2.0 **DUTIES AND RESPONSIBILITIES:**

Support for Pupils

- 2.1** Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- 2.2** Support children with special needs (if appropriate to the focus of the role)
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
- 2.3** Dealing with the personal care needs of children where appropriate in line with the academies guidance
- 2.4** Support for Gifted and Talented pupils

Support for the teacher(s)

- 2.5** Provide support for learning activities by
 - Supporting the teacher in the planning and evaluation of learning activities
 - Supporting the delivery of learning activities
- 2.6** Support in organising effective learning environments and maintaining appropriate records
- 2.7** Support literacy and numeracy activities in the classroom
- 2.8** Support the maintenance of pupil safety and security
- 2.9** Contribute to the management of pupil behaviour by
 - Promoting school policies with regard to pupil behaviour
 - Supporting the implementation of strategies to manage pupil behaviour
- 2.10** Undertake routine marking in line with school policy
- 2.11** Provide clerical/admin. support, e.g., photocopying, collecting money, administer coursework

Support for the school

- 2.12** Provide support to colleagues
- 2.13** Develop own effectiveness in a support role



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Support for the curriculum

- 2.14 Support the use of information and communication technology in the classroom
- 2.15 Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.17 To ensure their tasks are carried out with due regard to Health and Safety
- 2.18 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.19 To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents evenings within working hours
- 2.20 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S/Academy's
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 SUPERVISION RECEIVED:

- 3.1 **Supervising Officer's Job Title:** Class Teacher / Form Tutor
- 3.2 LEVEL OF SUPERVISION
 1. Left to work within established guidelines subject to scrutiny by supervisor

4.0 SUPERVISION GIVEN: (excludes those who are indirectly supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
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- Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS:

- 5.1 See The Education (Specified Work) (England) Regulations 2012

5.2 Safeguarding Enhanced DBS is essential. *This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.*



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Job description issued by:
Helen Taylor, HR Manager on behalf of Simon Harris, Executive Head