



## Teaching Assistant – Level 2, Grade 4 Point 17 – 21 Job Description

The post holder will report to the Teacher / Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

### **Main Purpose of the Job:**

Under the guidance of teaching/senior support staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils

Provide specialist support in a specific area of curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required

### **Standard Duties**

To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.

To uphold and promote the values and the ethos of the school.

To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.

To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.

To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.

### **Main Duties:**

#### **Support for pupils**

To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of PCPs

Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities

Give regular feedback on children's progress to the class teacher and file records

Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters

Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs

Promote the inclusion and acceptance of all pupils



Encourage pupils to act independently as appropriate

To occasionally supervise whole classes as required

### **Support for Teachers**

Provide curricular clerical/admin support, e.g. photocopying, making lists, collection of monies

Under the direction of the teacher prepare the classroom for lessons and clear afterwards, as appropriate.

Undertake pupil record keeping and updating records, information and data, producing reports as required.

Assist in the development and implementation of behaviour management strategies.

Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

Administer and assess routine tests and invigilate exams and undertake routine marking of pupil's work

### **Support for the Curriculum**

Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

### **Support for the School**

Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.

Assist in maintaining high standards of health and safety at all times.

Maintain good relationships with colleagues and work together as a team.

Assist in the supervision of classroom and outdoor activities.

Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.

Contribute to the overall ethos/work/aims of the school.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Attend relevant meetings.

Participate in training, including relevant learning strategies and other learning activities and performance management where required.

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007). In addition to HLTAs, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work' are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 2 may be called upon to provide cover supervision for a group or occasionally for a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and School, Council (where appropriate) and Trust Policies.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed.

Consequently, the school will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Job description prepared October 2021 by the Headteacher

Agreed by Post Holder:

Signed Headteacher:

Signed Post Holder: