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| **JOB DESCRIPTION** |
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| **Job Title:** | Teaching Assistant Level 2 | **Job No:** |  |
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| **Grade:** | GR2 | **Division:** |  |
|  |  |
| **No of Posts:** |  | **Section:** |  |
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| **1.0** | **JOB PURPOSE:** |
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|  | **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:** |
|  | **2.1** | **Support for Pupils** |
|  |  | **2.1.1** | Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being |
|  |  | **2.1.2** | Support children with special needs (if appropriate to the focus of the role) |
|  |  |  | **2.1.2.1** | Sensory and/or physical impairment |
|  |  |  | **2.1.2.2** | Cognition or learning difficulties |
|  |  |  | **2.1.2.3** | Behavioural, emotional and social development needs |
|  |  |  | **2.1.2.4** | Communication and interaction difficulties |
|  |  |  | **2.1.2.5** | Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority |
|  |  | **2.1.3** | Support for Gifted and Talented pupils  |
|  | **2.2** | **Support for the teacher(s)** |
|  |  | **2.2.1** | Provide support for learning activities by |
|  |  |  | **2.2.1.1** | Supporting the teacher in the planning and evaluation of learning activities |
|  |  |  | **2.2.1.2** | Supporting the delivery of learning activities |
|  |  | **2.2.2** | Support in organising effective learning environments and maintaining appropriate records |
|  |  | **2.2.3** | Support literacy and numeracy activities in the classroom |
|  |  | **2.2.4** | Support the maintenance of pupil safety and security |
|  |  | **2.2.5** | Contribute to the management of pupil behaviour by  |
|  |  |  | **2.2.5.1** | Promoting school policies with regard to pupil behaviour |
|  |  |  | **2.2.5.2** | Supporting the implementation of strategies to manage pupil behaviour |
|  |  | **2.2.6** | Undertake routine marking in line with school policy |
|  |  | **2.2.7** | Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework  |
|  | **2.3** | **Support for the school** |
|  |  | **2.3.1** | Provide support to colleagues |
|  |  | **2.3.2** | Develop own effectiveness in a support role |
|  | **2.4** | **Support for the curriculum** |
|  |  | **2.4.1** | Support the use of information and communication technology in the classroom |
|  | **2.5** | Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.  |
|  | **2.6** | 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. |
|  | **2.7** | To ensure their tasks are carried out with due regard to Health and Safety |
|  | **2.8** | To participate in appropriate professional development including adhering to the principle of performance management.  |
|  | **2.9** | To adhere to the ethos of the school |
|  |  | **2.9.1** | To promote the agreed vision and aims of the school |
|  |  | **2.9.2** | To set an example of personal integrity and professionalism |
|  |  | **2.9.3** | Attendance at appropriate staff meetings and parents evenings within working hours |
|  | **2.10** | 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****EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED** |
| **3.0** | **SUPERVISION RECEIVED**: |
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|  | **3.1** | **Supervising Officer’s Job Title:**  | [TO BE INSERTED] |
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|  | **3.2** | LEVEL OF SUPERVISION |
|  |  | ~~1. Regularly supervised with work checked by supervisor~~ |
|  |  | 2. Left to work within established guidelines subject to scrutiny by supervisor |
|  |  | ~~3. Plan own work to ensure the meeting of defined objectives~~ |
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| **4.0** | **SUPERVISION GIVEN**: (excludes those who are **indirectly** supervised ie through others) |
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|  | **Post Title** | **Grade** | **No of Posts** | **Level of****Supervision** **(as in 3.2****above)** |
|  | TA Level 2 | GR2 |  | 2 |
|  |  |  |  |  |
|  | * Use 1, 2 or 3 as in 3.2
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| **5.0** | **SPECIAL CONDITIONS:** |
|  | **5.1** | Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed |
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