**Job title:** Teaching Assistant Level 2

**Salary:**  B3

Reporting to: Vice Principal: Personal Development, Behaviour and Safeguarding

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| **Overall purpose of the post:**To provide learning, care and support to enable all students to access the curriculum and associated activities, working in partnership with staff and other professionals to educate, nurture and empower students to achieve academically, socially and spiritually.**Key responsibilities:*** To work under the instruction and guidance of teaching and senior staff to carry out learning, care and support programmes to enable access to learning for students.
* To assist the teacher in the management of students and the classroom.
* To undertake work in the classroom or outside the main teaching area on a 1:1 or small group basis.
* To contribute to the overall ethos, work and aims of the Academy.
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| **Key Tasks:****Educate****Teaching & Learning*** To assist with the planning of learning activities.
* To communicate with appropriate teaching staff to ensure good preparation of all lessons.
* To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use to ensure they are well prepared for all lessons.
* To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
* To use strategies, in liaison with the subject teacher, to support students to achieve learning goals.
* To assist with the display of students’ work in the classroom and Academy as appropriate.
* To administer routine tests, invigilate exams and undertake routine marking of students’ work.
* To undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses.
* To support the use of ICT in learning activities and develop students’ competence and independence in its use.
* To undertake programmes linked to local and national learning strategies – literacy, numeracy, KS3/4 /Post 16 achievement and progress and feeding back to the teacher.
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| **Key Tasks continued:****Achievement/Progress*** To set challenging and demanding expectations and promote self-esteem and independence.
* To provide feedback to students in relation to progress and achievement under the guidance of the subject teacher.
* To monitor students’ responses to learning activities and accurately record achievement and progress as directed.
* To provide detailed and regular feedback to subject teachers on students’ achievements, progress, difficulties etc.

**Nurture*** To supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
* To 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.
* To assist with the development and implementation of Education, Health and Care Plans, Individual Behaviour Plans and Pupil Passports.

**Empower****Staff*** To appreciate and support the role of other professionals involved in the teaching and learning, care and support of students.
* To provide an excellent role model for students conveying high professional standards of behaviour, punctuality, attendance and appearance.

**Students*** To encourage students to interact with others and engage in activities led by the teacher.
* To promote good student behaviour, dealing promptly with conflict and incidents in line with established Academy policy and encourage students to take responsibility for their own behaviour.
* To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

**Partnership*** To establish constructive relationships with students and interact with them according to individual needs.
* To promote the inclusion and acceptance of all students.
* To establish constructive relationships with parents and carers.
* To provide clerical and administrative support ie photocopying, word processing, filing, administer coursework.
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| **General Duties:** * To carry out supervisory duties in accordance with published schedules, including before and after school and at lunch time.
* To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
* To attend Parents’ Evenings as required.
* To accompany teaching staff and students on visits, trips and out of academy activities as required and take responsibility for a group under the supervision of a teacher.
* To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
* To participate in training and other learning activities and performance development as required.
* To contribute to the PHSCE programme as required.
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| **Note:**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. Elements of this job description, and changes to it, may be agreed at the request of the Principal or the incumbent of the post.  |

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| I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher. |
| Name: | Signature: |
| Date: |  |