**Job Description: Teaching Assistant Level 2 (Primary)**

**Role Specific**

1. To support the personal needs of pupils and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters
2. To assist in the delivery of educational activities and programmes of learning with individual and small groups of pupils, whilst promoting independent learning
3. To assist in the preparation and adaptation of teaching materials, resources and equipment, as directed by the Teacher and assist pupils in their use
4. To participate, with teaching staff, in the planning and evaluation of learning programmes for individual pupils
5. To establish a supportive relationship with pupils and parents, acting as a role model and being aware of and responding appropriately to individual needs
6. To encourage acceptance and inclusion of all pupils within the school, and to ensure all pupils have equal access to opportunities to learn and develop
7. To support pupils in increasing their self-confidence and independence through encouragement and the effective use of praise
8. To assist with instruction of pupils in the use of specialist equipment, including ICT and, where appropriate, the correct and safe use of tools and equipment
9. To assist the Teacher to maintain a positive learning environment including setting out and clearing away equipment and resources and preparing and putting up displays
10. To monitor the progress, needs and behaviours of individual pupils and report these to the Teacher as agreed
11. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
12. To accompany other staff and pupils on visits, trips and out of school activities as required ensuring that pupils are appropriately supervised at all times

**Trust Responsibilities**

1. Share the Trust’s Vision, Mission, Values and Behaviors and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust’s culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal or Executive Principal consider appropriate

**Person Specification: Teaching Assistant (Primary)**

**Qualifications and Attainments**

Level 2 Numeracy and Literacy qualification

4 GCSEs at grade C including Maths and English

Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB

**Training, Experience and Knowledge**

Experience of working with children in an education or childcare environment

Understanding of classroom roles and responsibilities of Teaching Assistants

Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum

Experience of basic administrative tasks

Experienced/trained first aider

**Personal Skills and Attitudes**

Display initiative, be positive and enthusiastic

Demonstrate a commitment to equality and diversity, customer service and quality assurance

Possess excellent communication and relationship building skills

Be a team player with the ability to work independently

Demonstrate a flexible, adaptable, resilient and results orientated approach

Ability to lead and manage own workload effectively, and take responsibility for own professional development

Suitability to work with children and young people

Ability to use computers and educational software packages

Essential

Desirable

Essential

Essential

Essential

Essential

Desirable

Desirable

Essential

Essential

Essential

Essential

Essential

Essential

Essential

Essential