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| **Job Title:** | **Teaching Assistant – Level 2** |
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| **Salary & Grade:** | Grade 3 |
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| **Hours of Work:** | 32.5 Hours per week, 8.30am – 3.30pm Monday – Friday, Term-time only. |
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| **Post Objective:** | To work under the direction of the Lead TA, if post exists in school, or the Head Teacher, to support teaching and learning usually within the classroom to maximise the participation of pupils in the social and academic processes of the school. Working independently to encourage pupils to become more independent learners and help to raise achievement and attainment for all pupils.This may be done in the form of one to one support, working with small groups or the whole class, to help raise the standard of achievement for all pupils. |
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| **Accountable to:** | The Lead Teaching Assistant (Level 4) if post exists in school, or the Head Teacher |
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| **Duties, Responsibilities and Key Tasks:** | **Key Duties:*** Assist the class teacher to plan, differentiate and prepare intervention strategies to improve learning for specific pupils.
* To monitor progress against these targets, planning and implementing further strategies as required.
* Provide support to individuals and groups, enabling them to access the curriculum, whilst monitoring progress and responding to challenges as they arise.
* To keep parents, carers, families and the Lead TA fully informed of developments and plans.

**Support the pupil by:**1. Undertaking learning activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
2. Developing their key curriculum skills by having an awareness of individual needs, targets and the support required to assist the pupils’ development.
3. Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
4. Working to establish a supportive relationship with the pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
5. Encouraging acceptance and inclusion of the child with specific needs, while promoting and reinforcing the child’s self-esteem.

**Support the Teacher by:**1. Providing support for learning activities by monitoring the effectiveness of activities in promoting pupils’ learning and modifying these where necessary.
2. Monitoring individual children’s needs, maintaining records of the pupils’ development and reporting these to their designated supervisor as appropriate.
3. Providing general support to the teacher in the management of pupils in the classroom and on educational visits.

**Support the school by:**1. Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
2. Being aware of school’s policies and procedures.
3. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
4. Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
5. Performing any task or duty under the reasonable direction of the Lead Teaching Assistant or a member of the School’s Senior Leadership Team.
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| The duties and responsibilities of this role have been developed with due consideration to the Supporting Teaching and Learning National Occupational Standards (STL NOS).The standards appropriate to this role are: STL1, STL3, STL6, STL8, STL18, STL20, STL24, STL31, STL33, STL37, STL40, STL49, STL55, STL59, STL60, and STL62. |
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| The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. |