

Teaching and Learning Family

Teaching Assistant General Level 2 - Job Description		
Role Title	Typically reports to	
Teaching Assistant General Level 2	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
D175	4	DD/MM/YY
Purpose of the role (job statement)		
To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes: to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area		
Main duties		
<p><u>Support for Pupils</u></p> <ul style="list-style-type: none"> • Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. • Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care Programmes. • Establish constructive relationships with pupils and interact with them according to individual needs. • Promote the inclusion and acceptance of all pupils. • Encourage pupils to interact with others and engage in activities led by the teacher. • Set challenging and demanding expectations and promote self esteem and independence. • Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher. • <p><u>Support for Teachers</u></p> <ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work • Use strategies, in liaison with the teacher, to support pupils to achieve learning goals. • Assist with the planning of learning activities. • Monitor pupils' responses to learning activities and accurately record achievement/progress, as directed. • Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. • Establish constructive relationships with parents/carers. • Administer routine tests and invigilate exams and undertake routine marking of pupils' work. • Provide clerical/admin support e g photocopying, typing, filing, money, administer coursework etc <p><u>Support for the Curriculum</u></p>		

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- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years' recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for a group under the supervision of the teacher

Responsibilities:-

- 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
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and
- performance development, as required.

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Teaching Assistant General Level 2 -Person Specification			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> effective use of ICT to support learning. use of other equipment technology – video, photocopier. understanding of relevant polices/codes of practice and awareness of relevant legislation. 	E	A I
	<ul style="list-style-type: none"> general understanding of national/ foundation stage curriculum and other basic learning programmes/strategies. 	E	A
	<ul style="list-style-type: none"> basic understanding of child development and learning. ability to self-evaluate learning needs and actively seek learning opportunities. 	E	A I
	<ul style="list-style-type: none"> ability to relate well to children and adults. work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these. 	E	I
Qualifications and Training	<ul style="list-style-type: none"> Current NVQ level 2 in English and Maths or equivalent or experience in relevant discipline/job role 	E	A
	<ul style="list-style-type: none"> .Training in the relevant learning strategies e g literacy. 	D	A
	<ul style="list-style-type: none"> First Aid qualification 	D	A
Experience	<ul style="list-style-type: none"> Working with, or caring for, children of relevant age. 	E	A I
Disposition	<ul style="list-style-type: none"> Able to work on own initiative and as part of a team with minimal supervision. 	E	I
	<ul style="list-style-type: none"> A friendly, positive and flexible approach 	E	A I
Conditions of Service			
National Joint Council			

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

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 document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

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This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.