



Job Description

Teaching Assistant – General (Level 2)

Grade C

Purpose of the Role

To work under the instruction and guidance of teaching or senior staff to support learning, care and support programmes that enable pupils to access the curriculum. The role includes assisting the teacher in managing pupils and classroom activities. Work may be carried out in the classroom or in other learning environments across the school.

Key Responsibilities

Support for Pupils

- Supervise and provide targeted support for pupils, including those with Special Educational Needs (SEN), ensuring their safety and access to learning activities.
 - Assist with the development and implementation of Individual Education Plans (IEPs), behaviour plans and personal care programmes.
 - Establish constructive relationships with pupils and interact with them according to their individual needs.
 - Promote the inclusion and acceptance of all pupils.
 - Encourage pupils to interact positively with others and engage in activities led by the teacher.
 - Set challenging and appropriate expectations to promote pupils' self-esteem, independence and confidence.
 - Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
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Support for the Teacher

- Create and maintain a purposeful, orderly and supportive learning environment in accordance with lesson plans.
- Assist with the preparation and display of pupils' work.
- Work with the teacher to support pupils in achieving learning objectives.
- Assist with the planning and preparation of learning activities.
- Monitor pupils' responses to learning activities and accurately record progress, achievements and any concerns.



- Promote positive behaviour, responding promptly to incidents in line with school policies and encouraging pupils to take responsibility for their actions.
 - Develop constructive relationships with parents and carers where appropriate.
 - Administer routine tests, invigilate exams and undertake routine marking of pupils' work.
 - Provide general clerical and administrative support, such as photocopying, typing, filing, handling money and administering coursework.
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Support for the Curriculum

- Deliver structured and agreed learning activities and teaching programmes, adapting activities according to pupils' responses.
 - Support programmes linked to local and national learning strategies, such as literacy and numeracy.
 - Record pupils' achievements and progress and provide feedback to the teacher.
 - Support the use of ICT in learning activities, helping pupils to develop competence and independence.
 - Prepare, maintain and organise equipment and resources required for lessons and assist pupils in their use.
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Support for the School

- Be aware of and comply with school policies relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting concerns to the appropriate person.
 - Promote equality, diversity and inclusion and ensure all pupils have equal access to opportunities.
 - Contribute to the overall ethos, values and aims of the school.
 - Work collaboratively with other professionals and support staff.
 - Attend and participate in relevant meetings as required.
 - Participate in training, professional development and performance management activities.
 - Assist with supervision of pupils outside lesson times, including before school, after school and at lunchtime where required.
 - Accompany pupils and teaching staff on educational visits, trips and off-site activities, taking responsibility for groups under teacher supervision.
 - Demonstrate a duty of care and always comply with health and safety requirements.
 - Promote and support the school's commitment to equal opportunities and non-discriminatory practice.
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Person Specification

Experience

- Experience of working with or caring for children of a relevant age.

Qualifications

- Good standards of literacy and numeracy.
 - Completion of the DfES Teaching Assistant Induction Programme (or willingness to complete).
 - NVQ Level 2 for Teaching Assistants or equivalent qualification/experience.
 - Training in relevant learning strategies (e.g. literacy or numeracy).
 - First Aid training or willingness to undertake training as required.
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Knowledge and Skills

- Ability to use ICT effectively to support learning.
- Ability to use general school equipment and technology (e.g. video equipment, photocopier).
- Understanding of relevant policies, codes of practice and associated legislation.
- General understanding of the National Curriculum/Early Years or other basic learning programmes.
- Basic understanding of child development and learning.
- Ability to reflect on and evaluate personal learning needs and seek opportunities for professional development.
- Ability to build positive relationships with children and adults.
- Ability to work effectively as part of a team, understanding classroom roles and responsibilities.