

## **Teaching Assistant Level Two**

### **Job Purpose**

- Provide support to the Headteacher, Teacher and SENDCo across a range of child centred activities which promote child development and learning
- Work with individual children having special or particular need in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher
- As agreed with the Headteacher, take personal responsibility for a specific area of school organisation

### **Appointed within the school as part of a team:**

- To work within the general directions of the Headteacher
- To work under the leadership and supervision of a Teacher or Senior Teaching Assistant
- To act as a positive professional role model for other Teaching Assistants

### **Duties**

#### **Support for the School**

- Act in accordance with school policies and procedures and relevant legislation particularly, in relation to child protection and behaviour management
- Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils
- Participate in the delivery of local and national initiatives, for example, literacy and numeracy strategy
- Monitor and contribute to the assessment and recording of children's development and be involved in the sharing of this information
- Attend reviews during normal working hours
- Participate in and contribute to staff meetings and INSET
- Maintain and develop good working relationships with parents and other adults involved with each child
- Give general support to school activities
- Promote the ethos of the school
- Contribute to the planning and preparation of school activities and visits
- Contribute to the training to assessment of work experience students
- Help organise and participate in meetings with parents/carers

#### **Teacher Support**

- Prepare support materials
- Contribute to the preparation of classrooms and outdoor areas
- Display work and information for children and adults
- Exercise general care and supervision of children during the school day, inside and outside
- Assist with resolving behavioural and emotional problems of children
- Sharing records with parents, carers and professionals where appropriate
- Monitor and report on identified pupils in and out of the classroom
- Active in the planning of learning programmes for individuals and groups of children
- Plan, deliver and assess high quality interventions to support pupil progress

#### **Pupil Support**

- Promote development and learning, physical, emotional, educational and social
- Provide a secure, caring and enriching environment for the children
- Support children including those with statements of SEN
- Arrange for First Aid to be given, comfort sick children and accompany children to hospital, home or clinic, if appropriate
- Encourage acceptance and inclusion of all children
- Have familiarity with all relevant statements of special educational needs and IEPs
- Help to promote children's self esteem
- Deliver appropriate experiences for individual children and groups in accordance with the school's planned curriculum policies
- Safeguard the wellbeing of all pupils

**To carry out any reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.**

*In accordance with our statutory obligations under Keeping Children Safe in Education this post is subject to an enhanced Disclosure and Barring Service (DBS) check, references and an online and social media search as part of our due diligence on shortlisted candidates.*