

Job Description

Teaching Assistant Level 2

Uplands Junior School



Job Title: Teaching Assistant Level 2

Grade: 3

Line Manager: Headteacher, Senior teacher, Class teacher, Senior Teaching Assistant

Supervisory Responsibility: None

Job Purpose

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To support every morning in the school Breakfast club

Main responsibilities:

Support for the Teacher

- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use given strategies, in liaison with the teacher and under their guidance, 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
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses
- Undertake pre-defined 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 routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use

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Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with 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
- Deliver given strategies that set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

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 "Respect For All"
- 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
- Provide daily care for children in the Breakfast club

Signature of Manager:

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Date:

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Signature of post holder:

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Date:

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PERSON SPECIFICATION			
	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a related area • Recent experience of working with children in a KS2 setting 	<ul style="list-style-type: none"> • Ability and willingness to participate in training • First Aid • Safeguarding • Restraint training 	Application Form Certificates
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with relevant age groups within a learning environment • Understanding of Classroom roles and responsibilities • Knowledge of school policies and procedures • Good Maths and English skills • Ability to use ICT to support learning • Understand Curriculum 2014 		Application Form Selection Process References
Skills and Abilities	<ul style="list-style-type: none"> • Ability to encourage pupils to participate in or complete tasks • Ability to work as part of a team • Ability to relate well to children • Able to use basic ICT including computer, audio, video equipment and photocopier • Ability to provide necessary personal care to children • Ability to communicate clearly 		Application Form Selection Process References
Personal Characteristics	<ul style="list-style-type: none"> • Displays sensitivity to pupils needs • Ability to maintain confidentiality 		Selection Process References
Other	<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children and young people 	<ul style="list-style-type: none"> • May consider taking some additional hours to work in our breakfast club 7:45am-8:45am 	Selection Process References