

**Teaching Assistant Level 2
JOB DESCRIPTION 2023**

DEPARTMENT/SCHOOL:	St Philip's CEAPS
POST TITLE:	Teaching Assistant Level 2
Grade:	Grade 4
Hours:	32-35hrs per week: <i>Term Time + 1 week</i> <i>Monday - Friday</i>
REPORTS TO:	Headteacher / Deputy Headteacher
RESPONSIBLE FOR:	Supporting children in a maintained nursery/primary school setting.

MAIN PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or SLT, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

JOB PROFILE

SUPPORT FOR THE PUPIL UNDER THE DIRECTION / INSTRUCTION OF THE TEACHER

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support as directed by the teacher to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

SUPPORT FOR THE TEACHER - – under their direction or that of SLT

- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress and issues as appropriate in agreed formats.
- Update pupil record keeping as requested.
- Administer routine pre-set primary tests and assessments as directed.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and school procedures.
- Assist with the display of children's work.
- Provide minimal clerical/administration support (e.g. photocopying, collecting money etc.)

SUPPORT FOR THE CURRICULUM UNDER THE DIRECTION OF THE TEACHER

- Following instruction and processes to undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Follow procedures in the delivering of literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for 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 school policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour and data protection. Report all concerns to the appropriate person (as named in the policy concerned) and record on CPOMS..
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings and training as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate, within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist in the specific medical and care needs of children when specific training has been undertaken.
- Contribute to the overall ethos, work, and aims of the school as part of the Christian community.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Postholder's Signature:		Date:	
Headteacher's Signature:		Date:	

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