Level 2 Teaching Assistant
Job Description

Job Title: Level 2 - Teaching Assistant

Responsible To: Head of School, Deputy Head of School

Grade: Grade A, Scale Point 3

The following outlines the range of duties that may be expected of a Level 2 Teaching Assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school, which do not change the general character of the job or level of responsibility entailed.

Support for Pupils and their Learning

- to supervise and provide support for pupils, including those with SEND, EAL or in receipt of the Pupil Premium Grant, ensuring their safety and access to the curriculum
- to work in groups or on a 1:1 basis under the guidance of the class teacher
- manage groups or individuals in a way which motivates and stimulates pupils, maintains pace and promotes independent learning
- to manage transition times between groups to maximise learning and minimise disruption for pupils
- to provide personal and intimate care for pupils, where required, including support with toileting, changing and personal hygiene, in accordance with individual care plans and the Trust's policies and procedures, while maintaining pupils' dignity, privacy, safety and independence
- to work individually with pupils on specific work under the guidance of the class teacher, SENCO or other specialists, e.g. Speech and Language Therapist, Outreach, School Nurse Team

Support for Teaching

- liaise regularly and frequently with the class teacher
- assist in the assessment of pupils
- assist with the development and implementation of Individual Learning Plans and other interventions for pupils with additional needs
- help to maintain close home-school links
- prepare and collate resources and learning materials for use in the classroom and to ensure teaching spaces are ready and suitable for learning
- liaise with parents as and when required
- liaise with other parties associated with the well-being of the child, e.g. pastoral assistants, Pastoral Manager, Designated Safeguarding Lead, social workers
- carry out associated clerical/admin duties
- attend review meetings pertinent to role and responsibilities, e.g. annual review meetings

Support for the Curriculum

- make observation notes, assessments and keep records on pupil progress
- carry out diagnostic testing as necessary to assist in the identification of pupil needs
- undertake programmes linked to local and national learning strategies including literacy, numeracy and early years; recording achievement and progress and feeding back to the teacher
- prepare resources necessary to lead learning activities with groups and individual pupils under the direction of the class teacher
- prepare classroom displays to support learning under the direction of the class teacher

Support for the School

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, first aid etc, reporting concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils

Professional Values

- Willingness to participate in Performance Management and Professional Development, including attendance at relevant staff development (internally and externally) and applying the knowledge gained
- Commitment to adopt, adhere and work within Trust policies and procedures and help identify, minimise and eliminate any health and safety issues in the workplace
- Value diversity and promote equal opportunities
- Ensure that all information in relation to the Trust is treated with discretion and strict confidentiality at all times
- Demonstrate a high level of courtesy and care at all times
- Commitment to the safeguarding and welfare of children at all times
- Recognise the value and benefits of team working

General

- To attend meetings as required
- To complete the necessary paperwork in connection with the role
- To undergo designated training
- To comply with all health and safety requirements and wear appropriate clothing as required
- To support the ethos, aims and vision of the Trust
- To support the Trust in its drive to raise standards for all pupils
- To support the enhancement and operation of the learning environment of the Trust