Bolton Metropolitan Borough Council

JOB DESCRIPTION

Department	EDUCATION & CULTURE
Job Title	TEACHING ASSISTANT LEVEL2
Grade	4 SCP 17 - 21
Primary Purpose of the Job	To work with and supervise a pupil with additional needs under the direction/instruction of the class teacher, enabling access to learning for the pupil.
Responsible to	Head Teacher
Responsible for	n/a
Principal Responsibilities	Provide support for the pupil and teacher.

MAIN DUTIES

1. **Support for the Pupil**

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

2 **Support for the teacher**

Provide minimal clerical/administration support (e.g photocopying, typing, filing, collecting money etc)
Maintain good communication with the class teacher on the progress of the pupil
Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
In liaison with the teacher, utilise strategies to support the pupil in achieving learning goals
Report pupil achievements, progress and issues as appropriate in agreed format
Undertake pupil record keeping as requested
Administer routine primary tests
Promote good pupil behaviour
Establish constructive relationships with parents/carers.

3 **Support for the curriculum**

Undertake structured and agreed learning activities/learning programmes for the pupil

Undertake learning programmes, for the pupil, recording achievements and progress and providing appropriate reports and feedback for the teacher
Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the pupil in their use.

4 **Support for the school**

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
Ensure the pupil has equal access to opportunities to learn and develop
Contribute to the school ethos, aims and development/improvement plans
Appreciate and support the role of other professionals
Attend relevant meetings as required
Participate in training and other learning activities as required
Assist with the supervision of the pupil out of directed lesson time
Accompany teaching staff and the pupil on visits, trips and out of school activities as required

Customer Care - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others
Valuing Diversity -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

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.

Date Job Description prepared/updated	July 2025
Job Description prepared by	Headteacher

Bolton Metropolitan Borough Council

PERSON SPECIFICATION

Department EDUCATION & CULTURE

Job Title TEACHING ASSISTANT LEVEL 2

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	**Skills and Knowledge**	
1.1	Ability to work effectively with the class teacher, understanding classroom roles and responsibilities	Application Form/Interview
1.2	Ability to build effective working relationships with all pupils and colleagues	Application Form/Interview
1.3	Ability to promote a positive ethos and role model positive attributes	Application Form/Interview
1.4	Good personal maths and english skills	Assessment
1.5	General understanding of school curriculum and other basic learning programmes/techniques (within specified age range/subject area)	Application Form/Interview
1.6	General awareness of inclusion, especially within a school setting	Application Form/Assessment
1.7	Effective use of ICT to support learning	Application Form/Interview
1.8	**Customer Care -** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
1.9	**Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview

1.10	**Developing Self and Others** - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview

2.	**Experience/Qualifications/Training etc**	
2.1	Experience of working with &/or caring for children within specified age range/subject area or equivalent in teaching assistance	Application Form
2.2	Requirement to complete an Induction Programme	Interview
2.3	Willingness to participate in relevant training and development opportunities	Application Form/Interview

3.	**Work Related Circumstances – Professional Values & Practices**	
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS (OPTIONAL)		**METHOD OF ASSESSMENT**
1.	**Skills and Knowledge**	
1.1	Experience of resources preparation to support learning programmes for individual pupils	Application Form
1.2	Understanding of other basic technology – video, photocopier	Application Form

2.	**Experience/Qualifications/Training etc**	
2.1	Experience of working with &/or caring for children within specified age range/subject area or NVQ2 or equivalent in teaching assistance **within an educational setting**	Application Form
2.2	Willingness to undertake training in special educational needs strategies	Application Form
2.3	Willingness to undertake appointed person certificate in First Aid	Interview

Note to Applicants**: Please try to show in your application form, how best you meet these requirements**

Date Person Specification prepared/updated June 2024

Person Specification prepared by Headteacher