

**School:**



**Boothstown Methodist Primary School**

<b>JOB DETAILS:</b>	Teaching Support
<b>Job Title:</b>	Teaching Assistant – Level 2
<b>Grade:</b>	Grade: 2A (7-9) (Term time only)
<b>Directly responsible to:</b>	Headteacher / Class Teacher
<b>Directly responsible for:</b>	The support of teaching and learning in specified cohorts
<b>Hours of Duty:</b>	30 hrs per week (6hrs daily)

**Summary of Role:**

To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for classes/individuals/groups or short-term sickness cover for whole class. Monitoring, assessing, recording and reporting on pupils' achievement, progress and development is also a requirement.

Responsible for the management and development of a specialist area within the school.

**Main Duties and Responsibilities/Accountabilities:**

**Support for Pupils**

<b>1.</b>	<ul style="list-style-type: none"><li>• be an effective model for pupil language, behaviour and social development;</li><li>• assist pupils by implementing schemes of work and programmes set by teaching staff and other professionals;</li></ul>
<b>2.</b>	Establish productive working relationships with pupils, acting as a role model and setting high expectations.
<b>3.</b>	Implement Personalised Learning Plans (PLPs) and assist in their review
<b>4.</b>	Assess the needs of pupils and use detailed knowledge and specialist skills to support

	pupils' learning.
5.	Promote the inclusion and acceptance of all pupils within the classroom and be an effective model for pupil language, behaviour and social development;
6.	Support pupils consistently whilst recognising and responding to their individual needs.
7.	Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
8.	Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8.	Provide feedback to pupils in relation to progress and achievement.
9.	Provide high quality supervision and direction during playtimes and lunchtimes
<b><u>Support for Teachers</u></b>	
1.	Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
2.	Maintain an organised, resourced and safe learning environment
3.	Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
4.	Provide objective and accurate feedback on pupil achievement, progress and other matters, particularly in relation to specific interventions.
5.	Record progress and achievement in lessons/activities systematically
6.	Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
<b><u>Support for the Curriculum</u></b>	
1.	Deliver learning activities to pupils within agreed systems of supervision/ adjusting activities according to pupil responses/needs.
2.	Deliver local and national learning strategies e.g. English, Maths, Intervention Programmes, New Frameworks and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
3.	Use IT effectively to support learning activities and develop pupils' competence and independence in its use.
4.	Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.

## **Support for the School**

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
6. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.  
Review and develop their own professional practice and engage in relevant CPD including Safeguarding and First Aid
- 7.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

To contribute and demonstrate a commitment to Safeguarding

### **Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the leadership of the school will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:**

May 2026

**Prepared by:**

K. Armfield

**Agreed by Postholder**