



Level 2 Teaching Assistant Job Description

Job purpose:	To work under the direction of senior and teaching staff to operate as part of the staff team to support the learning, wellbeing and support programmes and the development of all pupils. This may be in a general classroom setting or outside the main teaching area		
Reporting to:	Headteacher, Class Teacher.		
Liaising with:	Headteacher, Senior Leadership Team, Line Manager, Class Teacher and other Support Staff		
Grade of post:	G4		
Disclosure level:	Enhanced	Gauge ref:	A23293

Job Outline

Support for pupils

- Use specialist skills/training/experience to support pupils;
- work with individual pupils and small groups of pupils on specific behaviour and academic programmes;
- develop positive behaviour management strategies in collaboration with class teachers;
- withdraw pupils, exhibiting unacceptable behaviours, for individual work;
- withdraw pupils for individual work to assist in the differentiation of work;
- actively seek areas in which pupils can succeed and be praised, in order to build up self-esteem and self-confidence;
- assist an individual/group of children with programmes of personal and social education including those at meal-times;
- supervise children about the school, for example at Break;
- encourage, promote and monitor the personal/social development of pupils;
- monitor pupils 'at risk' and initiate Safeguarding procedures where appropriate;
- provide feedback to pupils in relation to their progress;
- Train in, and use where appropriate, Team Teach Physical Intervention strategies;



Job Outline

Support for the teacher (when covering for TA Level 3 or 4)

- work with the teacher and contribute towards establishing an appropriate learning environment;
- work closely with the teacher to develop behaviour strategies for pupils;
- provide accurate and objective feedback to the teacher on the progress of individual or groups of children;
- contribute to the “administrative” aspects of teaching, for example, word processing, photo-copying, communications and Behaviour Watch recording systems;
- prepare teaching materials, for example, art-work, reprographics;
- make ready lessons and practical activities;
- in collaboration with teachers, develop teaching materials and teaching aids for classroom use;
- assisting with teaching / instruction in class or by withdrawing individual or groups of children for specified activities;
- ensure that the classroom and whole school learning environment is left clear and tidy, and that damaged displays are repaired every evening, ready for the following day;
- Ensure resources and resource areas are tidy, organised and prepared for the following day;

Support for the school

- display children’s work;
- ensure that materials/resources are of a high standard and are cleaned/maintained properly;
- undertake all tasks relating to photocopying, collation of work, preparing materials;
- be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety, confidentiality and data protection;
- contribute to the overall ethos and aims of the school;
- attend staff meetings and participate in appropriate training;
- assist with the oversight and day-to-day maintenance of electronic, audio-visual and reprographics equipment/materials;
- be instrumental in collating, collecting, ordering and disseminating resources or materials, plus other basic administration (for example, audit/stock-taking);
- foster a clean and tidy environment, leading by example;
- contribute to good order, encourage and promote acceptable standards of behaviour, dress, hygiene, punctuality, tidiness, work habits, attendance, etc. of pupils;
- undertake simple first aid and medical care, comforting children who are ill, injured or distressed;
- accompany children to hospital/clinic, and take sick children home;
- act as a role model, displaying appropriate standards of behaviour, dress and conduct;
- supervise pupils on trips and out of school activities;
- administrative support in relation to filing, typing, collecting money etc;
- Engage with Team Teach training to facilitate positive handling as and when necessary with the pupils



Other Specific Duties
To carry out the duties in the most effective, efficient and economic manner available. To continue personal development in the relevant area. To participate in the staff review and development appraisal process.
Health and Safety Training
To undertake Health and Safety Training on areas within the designated work area.



Schools Job Profile Acceptance Form
Teaching Assistant Level 2
G4 – A23293

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print Name Jobholder: _____ NI No: _____

School Name: _____

DFES _____

Please sign and return to your manager.



Person Specification / Selection Criteria Teaching Assistant Level 2

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with children with SEN particularly relating to Emotional, Social and Behavioural Difficulties	E		A, I, T
Experience of working in a school setting	E		A, I, R
Experience in routine administrative tasks	E		A, I, T
Previous experience of working with children of a relevant age	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
2 X GCSE's in English & Maths or equivalent level of qualification	E		A, I
NVQ Level 2 or equivalent qualification	E		A, I
Team Teach Positive Handling Training <u>OR</u> willingness to undertake Team Teach training	E		I



C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of working within a school setting or learning resource facility		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Good communication skills to deal with adults and children	E		A, I
Ability to use initiative to respond to and resolve problems	E		A, I
Ability to use different approaches to deal with pupils who may be dysregulated	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I