

**ST. PHILIP'S C.E. PRIMARY SCHOOL**  
**JOB DESCRIPTION - TEACHING ASSISTANT LEVEL 2**

**1. INTRODUCTION**

- 1.1 NAME OF POSTHOLDER:** \_\_\_\_\_
- 1.2 JOB TITLE:** Teaching Assistant Level 2
- 1.3 JOB PURPOSE:** To work under the direct instruction of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- 1.4 Line Management:** Directly responsible to the Class Teacher and line managed by a senior member of staff
- 1.5 Liaising With:** Headteacher, Senior Leadership Team, Line Manager, Class Teacher and other Support Staff.
- 1.6 Salary Scale:** G3
- 1.7 Working Time:**
- 1.8 DBS Disclosure Level:** Enhanced

**2. SCHOOL ETHOS**

- 2.1 Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- 2.2 Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well being.
- 2.3 Promote the school and celebrate its success at every opportunity.

**3. SUPPORT FOR THE PUPILS**

- 2.4 Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- 2.5 Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- 2.6 Establish constructive relationships with pupils and interact with them according to individual needs.
- 3.8 Promote the inclusion and acceptance of all pupils.
- 3.9 Encourage pupils to interact with others and engage in activities led by the teacher.
- 3.10 Set challenging and demanding expectations and promote high self-esteem and independence.
- 3.11 Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

#### **4. SUPPORT FOR THE TEACHERS**

- 4.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- 4.2 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- 4.3 Assist with the planning of learning activities and have a clear understanding of the planned activities to be delivered prior to the commencement of the lesson.

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

- 4.4 Establish constructive relationships with parents/carers.
- 4.5 Administer routine tests, invigilate exams and undertake routine marking of pupils' work.  
Provide clerical/admin support, for example, photocopying, basic typing, filing, inputting data and collecting money.

#### **5. SUPPORT FOR THE CURRICULUM**

- 5.1 Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- 5.2 Deliver programmes linked to local and national strategies, for example, literacy, numeracy and early years, recording achievement and progress and feeding back to the teacher.  
Support the use of ICT in learning activities and develop pupils' competence and independence in its use.  
Prepare, maintain and use those resources required to meet the relevant learning activity and assist pupils in their use.

#### **6. SUPPORT FOR SCHOOL**

- 6.1 Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 6.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 6.3 Contribute to overall ethos/work/aims of the school.
- 6.4 Appreciate and support the role of other professionals.
- 6.5 Attend and participate in relevant meetings as may be reasonably directed.
- 6.6 Participate in training, other learning activities and performance development as may be reasonably directed.
- 6.7 Assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed
- 6.8 Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- 6.9 Undertake playground duty, assisting the designated teacher.
- 6.10 Prepare drinks at morning and afternoon breaks.

**7. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

- 7.1 Engage actively with the annual appraisal review process, in accordance with the school’s policy.
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3 Ensure colleagues receive information and feedback on professional development activities undertaken.

**8. SIGNATURES**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Teaching Assistant)

Signed .....  
(Headteacher)

Dated .....  
(Teaching Assistant)

Dated .....  
(Headteacher)