



## JOB DESCRIPTION

### Teaching Assistant Level 2

Grade: D  
Scale point: 3 - 4

#### **Main Purpose:**

The role involves supporting teaching staff in raising pupil attainment by working with individual or small groups of children.

#### **Duties and Responsibilities:**

##### **Support for Pupils**

- ◆ Supporting pupils by promoting learning; explaining and adapting work; helping to give them access to lessons; working towards their targets; prompting and encouraging.
- ◆ Assisting with the development and implementation of IEPs, provision and intervention maps.
- ◆ Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with the school policy and encouraging pupils to take responsibility for their own behaviour.
- ◆ Building and maintaining good relationships with staff, parents/carers and pupils.

##### **Support for Teachers**

- ◆ Creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans and assisting with the display of pupils' work.
- ◆ Supporting teachers in promoting pupils' spiritual, moral, social development.
- ◆ Assisting with the planning of learning activities.
- ◆ Accurately recording achievements and progress of pupils as directed.
- ◆ Administering routine tests and undertaking routine marking of pupils' work.
- ◆ Providing clerical/administrative support, e.g. typing, filing, collection of money etc.

##### **Support for the Curriculum**

- ◆ Undertaking programmes linked to National learning strategies.
- ◆ Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- ◆ Preparing, maintaining and using equipment/resources to meet lesson plans/relevant learning activities and assisting pupils in their use.

**Support for the School**

- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- ◆ Contributing to the overall aims and ethos of the school.
- ◆ Assisting with the supervision of pupils out of lesson times.
- ◆ Accompanying teaching staff and pupils on visits, trips and out of school activities as required, and taking responsibility for a group under the supervision of the teacher.
- ◆ Attending and participating in relevant meetings as required.
- ◆ Participating in training and other learning activities and performance development as required.

**General**

- ◆ Any other duties relevant to the post level as directed by the class teacher/head teacher.

Signed by Employee.....

Signed by Head Teacher.....

Dated.....