

**Post:** Teaching Assistant Level 2  
**Location:** Academy based

**Salary:** Grade 2, scale point 3-5 (£18,562 – £19,312)  
**Contract:** Academy  
**Status:** Term Time Only Time – 39 weeks per year  
**Hours:** 37 FTE, Permanent  
**Reports to:**

### Purpose of the job

Overall purpose of the post is to work with teachers support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

### Teaching and Learning

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.
- May work with individual pupils with special educational needs and/or with pupils for whom English is not their first language.
- May implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher.
- Support independent learning and inclusion of all pupils.
- Provide feedback to pupils in relation to attainment and progress under the direction of the teacher.
- May assist with the development of individual development plans for pupils e.g. IEPs.

### Resources

- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- May handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom.
- Arranging/providing resources for lessons/activities under the guidance of the teacher.

### Exams, educational visits and other supervision

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision including facilitating games and activities.

### Personal and welfare support

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Supporting pupils emotional and social well-being, reporting any problems to the teacher.

### Systems, policies and procedures

- Contribute to maintaining a safe environment.
- Responsible for the careful and safe use of equipment

### Team involvement

- May demonstrate own duties to new or less experienced staff.
- May support the work of volunteers and other teaching assistants in the classroom.

### **Building professional relationships**

- Communicates with pupils to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff and parents/carers.

### **Record keeping and information management**

- Providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, accessing and recording pupil progress under the guidance of the teacher.

### **Problem solving and decision making**

- There is a need to interpret information or situations and to solve straight forward problems/make minor decisions.

### **Knowledge, skills and experience**

- NVQ level 2 in related area or equivalent or equivalent experience, with level 3 being desirable.
- Maths and English C or equivalent Level 2
- IT and keyboard skills.
- Curriculum knowledge and experience to support and lead learning activities.

### **Physical demands and working conditions**

- May be required to stand for long periods and or work in awkward positions e.g. low chairs.
- Some exposure to unpleasant conditions e.g. noise, outdoor working.

### **Generic**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.

### **Flexibility Clause**

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

### **Variation Clause**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

### **Fluency in English**

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.