



## Model Job Description

Job Title	Teaching Assistant (level2)	Department	Education and Lifelong Learning
Post Number	N/A	Section	
Grade	Level 2	Salary	
Location	Name of school		

Reports To	Insert post title of line manager
Responsible For	(people management responsibility )

### Main Purpose of the Job:

Level 2 staff provide more specific support and work under the supervision and guidance of a classroom teacher .The basic entry requirement is NVQ 2 and staff who are not already qualified are required to work towards it.  
 Key Features: To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils and the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

### Main Activities

- SUPPORT FOR PUPIL**
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing.
  - Supervise the activities of individuals or groups of children (normally up to 8) within the classroom
  - Under the instruction/guidance of a teacher support pupils with sensory and/or physical impairment
  - Under the instruction/ guidance of a teacher support pupils with non specific learning

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difficulties

- Under the instruction/guidance of a teacher support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/guidance of a teacher /external agency worker support pupils with communication and interaction difficulties
- Assist pupils in the use of resources including IT
- Maintain pupils interests and motivation
- Support individuals and group work assigned by the teacher in raising core skills.
- Support individual education plans
- Escorting pupils home as required, with another member of staff.
- To be aware of pupils problems, achievements, progress and report to the teacher as agreed.
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
- Establish a constructive relationship with pupils and interact with them according to individual needs.
- Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.

### SUPPORT FOR TEACHER/SCHOOL

- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities
- Making a contribution to organising effective learning environments and maintaining appropriate records
- Undertake routine marking in line with school policy
- Design and produce displays with minimal supervision
- Contribute information to pupil records (e.g. assessment information)
- Work with parents to enhance pupils learning
- Liaise with parents as appropriate
- Support out of hours school learning activities (within established guidelines)
- Monitor pupils responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams.
- Support the use of ICT in learning activities and develop pupils competence and independence in its use.
- Participate in training and other learning activities and performance development as

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required.

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions

The exact focus of the role will be decided at school level and will take into account the needs of the school and the development needs of the member of staff.  
The salary reflects the fact that the post holder will be required to work x hours per week term- time only

Car Allowance

Prepared By

Education Personnel

Date

18 October 2004

