

## **JOB DESCRIPTION**

**Job Title:** Teaching Assistant Level 2

**Job No:**

**Grade:** GR2

**Division:**

**No of Posts:**

**Section:**

### **1.0 JOB PURPOSE:**

- 1.1 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1 Support for Pupils
- 2.1.1 Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
  - 2.1.2 Support children with special needs (if appropriate to the focus of the role)
    - 2.1.2.1 Sensory and/or physical impairment
    - 2.1.2.2 Cognition or learning difficulties
    - 2.1.2.3 Behavioural, emotional and social development needs
    - 2.1.2.4 Communication and interaction difficulties
    - 2.1.2.5 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
  - 2.1.3 Support for Gifted and Talented pupils
- 2.2 Support for the teacher(s)
- 2.2.1 Provide support for learning activities by
    - 2.2.1.1 Supporting the teacher in the planning and evaluation of learning activities
    - 2.2.1.2 Supporting the delivery of learning activities
  - 2.2.2 Support in organising effective learning environments and maintaining appropriate records
  - 2.2.3 Support literacy and numeracy activities in the classroom
  - 2.2.4 Support the maintenance of pupil safety and security
  - 2.2.5 Contribute to the management of pupil behaviour by
    - 2.2.5.1 Promoting school policies with regard to pupil behaviour
    - 2.2.5.2 Supporting the implementation of strategies to manage pupil behaviour
  - 2.2.6 Undertake routine marking in line with school policy
  - 2.2.7 Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework
- 2.3 Support for the school
- 2.3.1 Provide support to colleagues
  - 2.3.2 Develop own effectiveness in a support role
- Support for the curriculum
- 2.4
- 2.4.1 Support the use of information and communication technology in the classroom
- 2.5 Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

- 2.6 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.
  - 2.7 To ensure their tasks are carried out with due regard to Health and Safety
  - 2.8 To participate in appropriate professional development including adhering to the principle of performance management.
  - 2.9 To adhere to the ethos of the school
    - 2.9.1 To promote the agreed vision and aims of the school
    - 2.9.2 To set an example of personal integrity and professionalism
    - 2.9.3 Attendance at appropriate staff meetings and parents evenings within working hours
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED:**

3.1 **Supervising Officer's Job Title:** [TO BE INSERTED]

3.2 **LEVEL OF SUPERVISION**

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

**4.0 SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

**5.0 SPECIAL CONDITIONS:**

5.1 Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed

Within the grade and job description of each level 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

## PERSON SPECIFICATION

**Job Title:** Teaching Assistant Level 2

**Job No:**

**Grade:** GR2

**Division:**

**No of Post:**

**Section:**

### Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience of working with children	AF/I
	Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals	AF/I
	Some experience of using ICT effectively	AF/I
	Knowledge of policies and codes of practice/legislation	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	A good understanding of child development and learning processes	AF/I
	The ability to follow instructions from the teacher and also be able to work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	The experience of and the ability to deal positively with children and parents	AF/I
	The ability to manage behaviour effectively	AF/I
	The ability to implement assessment for learning under the guidance of the teacher	AF/I
	Show initiative and work independently	AF/I
<b>TRAINING</b>		
<b>EDUCATION/</b>	NVQ Level 2 qualification	AF/I
	Good numeracy and literacy skills	AF/I

<b>QUALIFICATIONS</b> <b>NB Full regard must be paid to overseas qualifications</b>	Good ICT skills	AF/I
<b>OTHER</b>	A flexible and positive attitude  Competent and organised  Patient  Enjoy working with children	AF/I  AF/I  AF/I  AF/I
<b>CONTRA INDICATION</b>		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_  
 \_\_\_\_\_

DATE:

(Shortlisting/Interviewing Panel): \_\_\_\_\_  
 \_\_\_\_\_

DATE: