

JOB DESCRIPTION

Teaching Assistant Level 2

Name:.....

This level is applicable to teaching assistants with limited experience whose responsibilities at work are limited in scope.

Purpose of job

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

Duties and responsibilities

Support for pupils

1. Support the activities of individuals or groups of children Participate in the education of children, including contributing to their health and well-being. Pay scale up to point 19.
2. Support children with special needs (if appropriate to the focus of the role)
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties

Support for the teacher(s)

1. Provide support for learning activities by
 - supporting the teacher in the planning and evaluation of learning activities
 - supporting the delivery of learning activities
2. Support in organising effective learning environments and maintaining appropriate records
3. Support literacy and numeracy activities in the classroom
4. Support the maintenance of pupil safety and security
5. Contribute to the management of pupil behaviour by
 - promoting school policies with regard to pupil behaviour
 - supporting the implementation of strategies to manage pupil behaviour
6. Undertake routine marking in line with school policy
7. Provide clerical/admin support, e.g. photocopying, collecting money, administer coursework.

8. Support for the school

1. Provide support to colleagues
2. Develop own effectiveness in a support role

Support for the curriculum

1. Support the use of information and communication technology in the classroom

Qualification required – Teaching Assistant NVQ level 2 or equivalent and experience of working with children

Reports to

Principal contacts

Special Conditions

Level 2 is the basic entry level for a Teaching Assistant.

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.

TAs have responsibility for adhering to ECM Agenda in line with school policy.