Walsall Council

JOB DESCRIPTION

JOB TITLE: Teaching Assistant Level 2 **JOB NO:** TA2 (Main Stream School)

SERVICE AREA Schools **SECTION:** Education Support

LOCATION: St John's CE Primary School **GRADE:** G4 (Main Stream School) **SCP's** 006-011

CAR ALLOWANCE - CASUAL/ESSENTIAL (delete as appropriate) (if applicable)

PURPOSE OF JOB:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

RESPONSIBILITY LINKS

Reports to: Class teacher

Responsible over: N/A

SPECIAL CONDITIONS:

MAIN ACTIVITIES:

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide Feedback to pupils in relation to progress and achievement under guidance of the teacher
- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters as required

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. Support e.g. photocopying, typing, filing, money, administer coursework etc

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, within normal contractual hours
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under supervision of the teacher

DATE PREPARED: May 2013

Walsall Council

EMPLOYEE SPECIFICATION

Job No:	**TA2(Main Stream School)**	**Job Title:**	**Teaching Assistant Level 2**	**Grade:**	G4(Main Stream School)
Service Area:	Schools	**Section:**	Education Support		

Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively. Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T	**WEIGHT CODE** shows relative importance Low=1 Medium=2 High=3
SKILLS/KNOWLEDGE		
Effective use of ICT to support learning		
Use of other equipment technology - video, photocopier		
Understanding of relevant policies/codes of practice and awareness of relevant legislation		
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies		
Basic understanding of child development and learning		
Ability to self-evaluate learning needs and actively seek learning opportunities		
Ability to relate well to children and adults		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		
An awareness of, and commitment to, equality of opportunity	I	
Experience: specify type, level and qualitative (not quantitative required); if any.		
Working with or caring for children of relevant age		
Qualification: specify type and level required (including equivalents); if any.		
Good numeracy/literacy skills		
Completion of TDA induction programme for teaching assistants		
NVQ 2 in Supporting Teaching and Learning in Schools or equivalent qualifications or experience		
Training in the relevant learning strategies e.g. literacy		
First aid training/training as appropriate		

Prepared by: name A Mills **Date:** June 2024