



## **Teaching Assistant Level 2**

### **Job Description**

#### **Key Role/ Functions**

To work under the instruction/guidance of the Special Educational Needs Co-ordinator to undertake support programmes, and to assist the teacher in the management of pupils and the classroom environment.

#### **Specific Duties and Responsibilities**

##### **1. Support for Pupils**

- To promote pupils' development in a safe, secure environment.
- To have regard for the safety and wellbeing of the pupil at all times.
- To meet the physical/medical needs of the pupil according to a pupil's individual health care plan whilst encouraging independence wherever possible.
- To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible.
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist in the supervision of pupils on outings and visits.

##### **2. Support for Teachers**

- To liaise with teachers regarding the daily/weekly programme of activities and events.
- To work with other staff delivering Education and Health Care Plans.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To support pupil record keeping as requested.

- To work within the established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

### **3. Support for the School**

- To work alongside other professionals in assessing children's progress/needs.
- To attend appropriate staff meetings as required.
- To work as a member of the staff team in all relevant activities to develop the School.
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school.
- To be aware of all Health & Safety issues.
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries to the SENDCO.
- To be a proactive member of the school and class team.
- To attend relevant professional development to update knowledge.

### **4. Support for the Curriculum**

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies.
- To support pupils in using basic ICT as directed, developing pupils' competence and independence in its use.

### **GENERAL**

The Teaching Assistant may be called upon to perform other duties that the Head of School considers reasonable, that are commensurate with the grading and designation of the post.

#### **Reporting to SENDCO**

This job specification will be reviewed regularly.

### **SIGNATURES:**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Employee)

Dated .....  
(Employee)

Signed .....  
(Head of School)

Dated .....  
(Head of School)