



JOB DESCRIPTION AND PERSON SPECIFICATION

Teaching Assistant Level 2

JOB DESCRIPTION

POST: Teaching Assistant

SALARY: Scale 2

RESPONSIBLE TO: Lead TA / Class Teacher

PURPOSE: To support children's' learning and to share in the care and well-being of the children throughout the school.

RESPONSIBILITIES

- Support to individual and small groups of children in specific areas of the curriculum.
- Observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- Assist in the maintenance of records of children's' development and attainment.
- Assist in the delivery of a pre-determined programme of learning for a child, or children, with additional needs.
- Undertake specific support tasks in relation to resources within the school.
- Undertake specific administrative / procedural tasks to support Class Teachers.
- Running a lunchtime activity, or having a supervisory role at lunchtime.

DUTIES

- Work as part of a team and assist the Class Teacher to ensure quality education for children.
- Be aware of and support school policies and procedures.
- Work, or play, with individuals, or small groups of children, to assist in the delivery of the planned curriculum, as directed by the Class Teacher.
- Set up group activities under the guidance of the Class Teacher / Subject Leaders. Work with children on practical activities, giving assistance and encouragement.
- Read to, and with, small groups of children, on curriculum activities.
- Assist in the planning, creation and mounting of displays of the children's work.
- Provide support and assistance for children's pastoral needs (e.g. promoting self-esteem, and overall well-being of the child).
- Report any concerns regarding children's welfare or education to Class Teacher.
- Under the guidance of the Class Teacher liaise with parents, as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of the school sessions.
- Accompany classes and small groups of children on educational visits.
- Assist with the preparation of resources, e.g. photocopying, repairing books, filing of work, making games and apparatus.
- Have awareness of and contribute to good behaviour throughout the school.
- Assist with seasonal events, e.g. Termly Learning Conferences, PTFA events, concerts, festivals.
- Attend appropriate staff meetings and training days / events as requested.
- Any other duties required by the Class Teacher / Headteacher, within the scope of this post.

The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation

Signed: Date

Headteacher Signature: Date

Postholder Review Date:

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	NVQ level 2 Teaching Assistant Qualification Good basic education to GCSE level in Literacy and Numeracy, or the equivalent thereof.	In addition, the Teaching Assistant might have experience of: <ul style="list-style-type: none"> - A further relevant qualification in Childcare and/or Education.
Experience	Experience of working with young children, perhaps as a parent or voluntary worker (e.g. as a Brownie or Cub Leader).	In addition, the Teaching Assistant might have experience of: <ul style="list-style-type: none"> - Working in a primary school as a Teaching Assistant. - Being a paid worker in play schemes, creches, midday supervision, after school clubs or similar.
Knowledge and Understanding	The teaching assistant should have knowledge and understanding of: <ul style="list-style-type: none"> - The needs of young children. - Child development and the ways in which children learn. - The roles played by various adults in a child's education. - Behaviour management strategies. - Equal opportunities - Safeguarding 	
Skills	The Teaching Assistant will be able to: <ul style="list-style-type: none"> - Help professional staff to achieve their objectives. - Assist children on an individual basis, in a small group setting and during whole class work. - Explain tasks simply and clearly whilst fostering independence. - Accept and respond to authority and supervision. - Supervise children and adhere to defined behaviour management policies. - Liaise and communicate effectively with others. - Demonstrate good organisational skills. - Reflect on and develop professional practice. - Display work effectively and make and maintain teaching resources. 	In addition, the Teaching Assistant might also be able to: <ul style="list-style-type: none"> - Monitor, record and make assessments about individual progress. - Suggest alternative ways of helping children if they are unable to understand a concept. - Describe in simple terms, the process of behaviour management with children. - Identify gaps in their own experience that they need help filling. - Demonstrate an ability to learn and adapt from past experience.

Assessment of the essential requirements will be by application form, interview and references. This Person Specification outlines the skills, qualifications and experience needed to do this job. The Person Specification is one of the things used to shortlist candidates for interview and therefore applicants should try to match their skills, experience and qualifications to the Person Specification and put these on their application form.