

# **Teaching Assistant Level 2**

## **Job Description**

### **Grade: GR2**

#### **1. Job Purpose**

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

#### **2. Key Responsibilities**

##### **Support for Pupils**

- 2.1 Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- 2.2 Support children with special needs, all of whom are profoundly deaf and communicate through British Sign Language (BSL)
  - 2.2.1 Sensory and/or physical impairment
  - 2.2.2 Cognition or learning difficulties
  - 2.2.3 Behavioural, emotional and social development needs
  - 2.2.4 Communication and interaction difficulties
  - 2.2.5 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

##### **Support for the teacher(s)**

- 2.3 Provide support for learning activities by
  - 2.3.1 Supporting the teacher in the planning and evaluation of learning activities
  - 2.3.2 Supporting the delivery of learning activities
- 2.4 Support in organising effective learning environments and maintaining appropriate records
- 2.5 Support literacy and numeracy activities in the classroom
- 2.6 Support the maintenance of pupil safety and security

- 2.7 Contribute to the management of pupil behaviour by
  - 2.7.1 Promoting school policies with regard to pupil behaviour
  - 2.7.2 Supporting the implementation of strategies to manage pupil behaviour

- 2.8 Undertake routine marking in line with school policy

### **Support for the school**

- 2.9 Provide support to colleagues
- 2.10 Be proactive in their own professional development

### **Support for the curriculum**

- 2.11 Support the use of information and communication technology in the classroom
- 2.12 Work as required across the curriculum and in all Key Stages to ensure the effective running of the school

### **General**

- 2.13 Individuals have a responsibility for promoting and safeguarding the welfare of pupils
- 2.14 To ensure their tasks are carried out with due regard to Health and Safety
- 2.15 To participate in appropriate professional development including adhering to the principle of Appraisals
- 2.16 To adhere to the ethos of the school
  - 2.16.1 To promote the agreed vision and aims of the school
  - 2.16.2 To set an example of personal integrity and professionalism
  - 2.16.3 Attendance at staff meetings and parents consultations
- 2.17 Any other duties as commensurate to the post in order to ensure the smooth running of the school

**3. Supervision Received**

Supervising Officer's Job Title:

3.1 Level of supervision:

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

**4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

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

**5. Special Conditions**

5.1 None

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
---------------------	---------------	-------------	--------------------	----------------

Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> <li>• NVQ Level 2 qualification</li> <li>• Good numeracy and literacy skills</li> <li>• Good ICT skills</li> <li>• British Sign Language (BSL) Level 1 (minimum)</li> </ul>	AF/C AF/I AF/I AF/I/C
<b>Experience</b> Relevant work and other experience	<ul style="list-style-type: none"> <li>• Experience of working with primary aged children</li> <li>• Experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals</li> <li>• Some experience of using ICT effectively</li> <li>• Knowledge of relevant policies and codes of practice/legislation</li> <li>• Experience of working in a special school environment</li> <li>• Experience of working with Deaf children</li> </ul>	AF/I AF/I  AF/I AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> <li>• A good understanding of child development and learning processes</li> <li>• The ability to follow instructions from the teacher and also be able to work independently</li> <li>• To make effective contributions to the team as appropriate</li> <li>• The experience of and the ability to deal positively with children and parents</li> <li>• The ability to manage behaviour effectively</li> <li>• The ability to implement assessment for learning under the guidance of the teacher</li> <li>• Show initiative and work independently</li> </ul>	AF/I  AF/I  AF/I AF/I AF/I AF/I
<b>Training</b>		
<b>Other</b>	A willingness to further improve signing skills	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: Mrs Alison Jackson

Date: 20<sup>th</sup> May 2022