



Teaching Assistant Level 2 - Job Description

Reporting to: The Headteacher

Main duties

Support for Pupils

- support pupils' learning activities, attend to additional learning needs, and support pupils with social and emotional needs;
- help with the care and support of pupils;
- contribute to the health and well-being of pupils;
- where necessary, assist children with personal hygiene
- to have regard for the safety of pupils at all times;
- to encourage inclusion within the classroom;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour;
- assist pupils in carrying out schemes of work and programmes set by teaching staff;
- support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills;
- help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum;
- to encourage pupils to interact with others and engage in activities led by the teacher.
- to reflect on your work and how you can better support pupils in their learning.

Support for Teachers

- to liaise with teachers regarding the daily/weekly programme of activities and events;
- to contribute to the planning and evaluation of learning activities where required;
- support the school curriculum, including visits and trips out of school.
- provide support for learning activities including individual targets for SEN pupils;
- support the use of ICT in the classroom;
- prepare and routinely maintain classroom materials, resources and displays. Assist pupils in their use of materials and ensure they clear up after themselves;
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required; promoting self-control and independence;
- assist in the maintenance of a safe environment for pupils and staff;
- support teaching staff or senior colleagues with routine administration;
- assist in the recording of pupils' progress;
- to provide clerical support e.g. photocopying. filing, receiving and passing money to the school office staff.

Support for the School

- to work alongside other professionals in assessing children's progress/needs;

