



## PRIMARY SCHOOL

# Teaching Assistant Job Description Level 2

### Grade 2

**This level is applicable to teaching assistants with limited experience whose responsibilities at work are limited in scope.**

*Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is **child-centred**. This means that they should consider, at all times, what is in the best interests of the child.*

### PURPOSE OF JOB

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

### DUTIES AND RESPONSIBILITIES

#### Support for pupils either individually or in groups

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. Support children with special needs (if appropriate to the focus of the role)
  - Sensory and/or physical impairment
  - Cognition or learning difficulties
  - Behavioural, emotional and social development needs
  - Communication and interaction difficulties

#### Support to the teacher(s)

1. Provide support for learning activities by
  - supporting the teacher in the planning and evaluation of learning activities
  - supporting the delivery of learning activities
2. Support in organising effective learning environments and maintaining appropriate records
3. Support literacy and numeracy activities in the classroom
4. Support the maintenance of pupil safety and security
5. Contribute to the management of pupil behaviour by
  - promoting school policies with regard to pupil behaviour

- supporting the implementation of strategies to manage pupil behaviour
- 6. Undertake routine marking in line with school policy
- 7. Provide clerical/admin. support, e.g. photocopying, collecting money, administer coursework.

Support for the school

1. Provide support to colleagues
2. Develop own effectiveness in a support role

Support for the curriculum

1. Support the use of information and communication technology in the classroom

**REPORTS TO:** Assistant Head Teacher/Head Teacher

**PRINCIPAL CONTACTS:** Assistant Head Teacher/Head Teacher

**SPECIAL CONDITIONS:** Assistant Head Teacher/Head Teacher

Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed.

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school and the development needs of the member of staff.

**Signed:** .....

**Date:** .....