

Teaching Assistant L2 Job Description

Job details

Salary: 04OT SCP 4-6

Reporting to: Headteacher

Main purpose

To support, under the direction of the Headteacher and other designated teachers, with the education, care and welfare of children.

Duties and responsibilities

Duties may include:

- To assist in the preparation of materials and programmes of work
- To assist with group activities within and away from the classroom.
- To assist with the assessment of children's progress.
- To assist with any medical, personal, social and behavioural needs.
- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately, thus enabling the production of reliable analyses and reports.
- To support the ethos of the school and follow school routines and procedures.
- Be aware of and maintain confidential issues as required.
- Under the direction of the teacher and/or line manager to:
- Assist in designated areas of the curriculum including preparation and clearing away of resources, including IT.
- Support the implementation of the school's behaviour policy
- Promote pupil achievement in learning and re-enforce pupils' self-esteem.
- Ensure that children are able to use equipment and materials provided.
- Assist with group activities within and away from the classroom.
- Assist with movement of pupils around the building and surrounding areas and with activities away from the classroom, both within and outside lesson time.
- Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate
- Support the teacher in the assessment, recording, and reporting of pupils' progress
- Participate in the planning, delivery and evaluation of individual education plans with the teacher and SEN Co-ordinator
- Provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of pupils
- Contribute to reviews of children's progress as required
- Facilitate the inclusion of children with special educational needs and their access to the curriculum.
- Support, as directed, links between home and school
- Liaise, as directed, with other professionals to support children's needs
- Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required.
- Be aware of and promote children's general welfare and follow the school's health and safety procedures.
- Assist with the preparation and mounting of display materials

- Carry out other duties as directed by the Headteacher
- To undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Undergo review of duties and responsibilities according to the school's schedule.
- May be required to undertake safeguarding training at appropriate level to the role.

This Job Description covers the main duties and responsibilities of the job but is not exhaustive. Duties may be subject to change in line with school priorities and national policy developments.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote Orchard MAT's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

Person specification

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none"> • Experience of working as a Level 1 Teaching Assistant in a mainstream school (or equivalent)
Skills and knowledge	<ul style="list-style-type: none"> • A good team worker • Ability and willingness to work flexibly within the school. • A calm but authoritative manner with the children. • The ability to relate well to pupils, parents and staff. • The ability to develop high quality learning resources, under the direction of the teacher. • The ability to accurately record and report on pupils' progress • The ability to follow and apply the teacher's instructions and clearly explain these to pupils.
Qualifications and training	<ul style="list-style-type: none"> • Certificate in Learning Support (or an equivalent qualification) • Willingness to undertake further training as appropriate • GCSE A*-C or British regulated qualification framework level 2 and above or International English language testing system (IELTS) score of 5.0
Other factors	<ul style="list-style-type: none"> • Commitment to working with young people • Willingness to work in support of the inclusive ethos of the school. • Willingness and ability to attend Education Days, as appropriate, for which you will receive pay. • Police clearance

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2025

Next review date:

Line manager's signature:

Date:

Postholder's signature:

Date:
