

Teaching Assistant Grade 2

Job Purpose

Under the instruction /guidance of class teacher/phase leader, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specific support for those with special educational needs.

Main Duties and Responsibilities

Under the direction and control of the classroom teacher or designated supervisor:

Supervise and support the teaching activities of individuals or groups of children including those pupils with special educational needs to ensure their safety and facilitate in their physical and emotional development.

Monitor individual pupil's progress, achievements, reporting to the responsible teacher.

Duties may be carried out in a classroom or in other teaching areas throughout the school.

Job Responsibilities and tasks may include some of the following:

1. Assist the teacher by reinforcing learning activities, preparing or modifying work for an individual or group of pupils as directed.
2. Develop an understanding of the needs of the child/ children concerned
3. Take in account the child/children special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
4. Build and maintain successful relationships with children, treat them consistently with respect and consideration.
5. Have a good knowledge of children's individual targets and use strategies, liaison with the teacher, to support pupils to achieve learning goals
6. Help build the child/children confidence and enhance self-esteem.
7. Have formal and informal meetings with teachers to contribute to planning lessons/activities
8. Supervise practical tasks
9. Undertake first aid training and carry out first aid for children
10. Prepare and maintain equipment and teaching resources for lessons and activities
11. Undertake supervision and discipline of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
12. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
13. Be involved in keeping records and evaluating identified children's progress
14. Work as part of the team in relation to individual children, liaising, advising and consulting where appropriate.
15. Support implementation of school policies and procedures including those relating to safeguarding and behaviour.
16. Identify personal training needs and to attend appropriate internal and external in-service training
17. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
18. Ensure that pupils are safe at all times.
19. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.

20. Provide support to the classroom teacher by undertaking photocopying, filing, recording monies as directed.
21. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines
 - assist with the identification and monitoring of children's general health and welfare.
22. Be aware of and comply with policies and procedures relating to safeguarding children, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. Support and contribute to the overall ethos/work/aims of the school.
24. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
25. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
26. Attend and participate in relevant meetings as required.
27. Any other tasks as directed by the Head which fall within the range of the post and any other duties that may be reasonably deemed part of the role.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)

NOTE

There is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work for the post. Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Head Teacher (or Teacher acting on Head's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate.

If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

Responsible to: Head teacher