JOB DESCRIPTION			
Role	Level 2 Teaching Assistant		
Reports to	Headteacher		
Accountable to	Headteacher / Deputy Headteacher		
Grade	3	**Scale Point**	5-7
General Purpose	▪ Strive for excellence. ▪ Provide a warm welcome to all pupils, visitors, parents, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day. ▪ Create a stimulating environment that encourages and supports achievement and attainment and social development. ▪ Promote the highest standards of behaviour as the norm. ▪ To act as a role model for all children.		
Purpose of role	▪ To promote the school ethos with all children and the community. ▪ To act as a role model for all children. ▪ To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.		
Specific Responsibilities	**Support for Pupils** ▪ Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. ▪ Setting challenging and demanding expectations and promote self-esteem and independence. ▪ Providing feedback to pupils in relation to progress and achievement under guidance of the teacher. ▪ Assisting with the development and implementation of Individual Education/Behaviour Plans and ECHP programmes. ▪ Establishing constructive relationships with pupils and interacting with them according to individual needs. ▪ Promoting the inclusion and acceptance of all pupils. ▪ Encouraging pupils to interact with others and engage in activities led by the teacher. **Support for the Teacher** ▪ Using strategies, in liaison with the teacher, to support pupils to achieve learning goals. ▪ Assisting with the planning of learning activities. ▪ Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed. ▪ Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. ▪ Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour. ▪ Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.		

	▪ Establishing constructive relationships with parents/carers. ▪ Administering routine tests, invigilating exams and undertaking routine marking of pupils' work. ▪ Providing clerical/admin support e.g. photocopying, typing, filing, handling money, administering coursework etc. **Support for the Curriculum** ▪ Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. ▪ Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use. ▪ Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use. **Other** ▪ Builds up warm and positive relationships with pupils. ▪ Anticipates pupils' needs and makes suggestions to support them. ▪ Speaks clearly and listens carefully to pupils, using questions to check understanding. ▪ Is tactful when talking to and about pupils. ▪ Attends regular meetings and training. ▪ Acknowledges all colleagues in a friendly and helpful way. ▪ Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made. ▪ Acknowledges the needs of different people e.g. helps new starters to settle in the school. ▪ Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding. ▪ Is tactful when talking to others.
Other	▪ To work under the direction of the Headteacher and Deputy and to undertake any other reasonable duties as may be allocated by them. ▪ Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour. ▪ Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required. ▪ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care. ▪ Participate in whole school activities. ▪ Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. ▪ Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
Green Statement	▪ Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular,

	demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	▪ To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. ▪ To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
Confidentiality	▪ You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities	▪ The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Customer Care	▪ Able to demonstrate a commitment to the council's Customer Care Policy.
Health and Safety	▪ Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the School Team	▪ To participate in training to be able to demonstrate competence. ▪ To participate in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the School service ▪ Supporting Customer Focus, Best Value and electronic management of processes. ▪ Actively sharing feedback on School policies and interventions.