

## **JOB DESCRIPTION**

**NAME:**

**POST:**        **FIXED TERM TEACHING ASSISTANT LEVEL 2**

**ACCOUNTABLE TO:**        **HEADTEACHER**

**KEY ROLE/ FUNCTIONS:**

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 DUTIES AND RESPONSIBILITIES:**

### **1. Support for Pupils**

- To promote pupils' development in a safe, secure, challenging environment
- To have regard for the safety and well being of the pupil at all times
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures, provided appropriate training has been given by an appropriate person.
- To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible
- To participate in pupils' learning and extend and stimulate language through conversation
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement
- To provide personal hygiene and assist with necessary self help skills (feeding, toileting, dressing etc.)
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupils on outings and visits

### **2. Support for Teachers**

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested
- To assist parents working in schools
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested

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- To work within the Behaviour for Learning policy to manage behaviour constructively, to promote the values and ethos of the School.

### **3. Support for the School**

- Ensure that the agreed school safeguarding procedures are followed with regard to the safety of the people on site and the security of the building.
- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required
- To support parents working in schools
- To assist with the general supervision of pupils during break times and/or when required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher
- To be a proactive member of the school
- To attend relevant professional development to update knowledge

### **4. Support for the Curriculum**

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

### **GENERAL**

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

Signed..... (Teaching Assistant)

Signed..... (Headteacher)

Date.....

*This job description will be reviewed regularly and it may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations in relation to the post holder's responsibilities and duties. Elements of this job description and changes to it may be amended in light of organisational requirements.*