



Job description: Teaching Assistant Level 2

Job title: Teaching Assistant Level 2

Salary: Band D

Hours: Monday-Friday

18 hours a week (Afternoons)

Contract type: Fixed Term (23.11.2026 – Summer 2027 upon maternity return)

Reporting to: The Headteacher

Responsible for: Interventions, supporting in class, supporting lunch time

General responsibilities

- **Classroom & Learning Support:** Assist teachers in delivering engaging learning activities, adapting tasks to suit differing pupil needs and maintaining a positive, structured learning environment.
- **1:1 & Targeted Support:** Deliver tailored, one-to-one or small-group interventions for specified children - including those with Special Educational Needs and Disabilities (SEND) - to help them access the curriculum, build independence and meet learning targets.
- **Lunchtime & Welfare Duty:** Active supervision of pupils during lunchtime and play breaks, promoting positive behaviour, social skills, safe play and assisting with pupil welfare as needed.
- **Teacher & Classroom Administration:** Support teaching staff with day-to-day preparation and administrative tasks, including preparing resources, creating display materials, maintaining equipment and keeping accurate pupil progress records.
- **Behaviour & Inclusion Management:** Implement school behaviour, safeguarding and inclusion policies consistently to encourage self-esteem, active participation and positive pupil interactions.
- **Team Collaboration:** Communicate effectively with teachers, SENCOs and leadership to share observations, assess pupil progress and contribute to individual education plans (IEPs) or intervention reviews.

Duties and responsibilities for teaching and learning as a teaching assistant

The teaching assistant will:

- **implement and adhere to all school policies and guidelines;**
- **to adhere to safeguarding procedures and policies;**
- **support initiatives** decided by the Headteacher and senior staff;
- **provide and maintain a stimulating classroom environment**, where resources can be accessed appropriately by all pupils;
- **keep appropriate and efficient records**, which are shared with the teacher when and where appropriate;
- work with phase teachers to **track the progress** of individual children and intervene where pupils are not making progress where needed or instructed to do so;
- **report to parents** on the development, progress and attainment of pupils;

- **promote the school's code of conduct** amongst pupils, in accordance with the school's behaviour policy;
- **communicate and co-operate** with specialists from outside agencies;
- **make effective use of ICT** to enhance learning and teaching;
- **nurturing positive relationships at all times;**
- **set a good example in terms of dress, punctuality and attendance;** and
- **attend and participate in after school events.**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Variation of duties and responsibilities

The duties and responsibilities may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment.

Name of Post holder:

Date :

Signature of Post holder: