

## JOB DESCRIPTION

<b>Teaching Assistant Level 2</b>	
<b>Scale</b>	F – Points 6 to 11
<b>Hours</b>	Term time + 5 days - 30 hours per week 6 hours per day: 8.45 am to 3.15 pm with 30 minutes unpaid lunch
<b>Section</b>	Support Staff
<b>Responsible to</b>	SENCO
<b>Responsible for</b>	This position has no direct responsibility for line management.
<b>Job Purpose</b>	To support the School, Senior Leadership team and SENCO by assisting teaching staff in the development and education process of students. In addition, assist teaching staff with students' care, support and supervision.
<b>Duties &amp; Responsibilities</b>	Working under the overall supervision of the responsible teacher, assist and support teaching and learning , working with individuals or groups and assist in providing for general care, safety and welfare of pupils.
<p><b>Curriculum support:</b></p> <ul style="list-style-type: none"> <li>• Contribute to curriculum planning and evaluation and assist in implementation</li> <li>• Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required</li> <li>• Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses.</li> <li>• Support and use ICT in learning activities &amp; develop pupils' competence and independence in its use.</li> </ul> <p><b>Support for pupils:</b></p> <ul style="list-style-type: none"> <li>• Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.</li> <li>• Occasional support to whole class for short periods (eg story reading).</li> <li>• Help pupils to develop communication skills and role play activity.</li> <li>• Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.</li> </ul>	

- Promote independence and development of self-esteem
- Assist in the personal, social, emotional development of pupils and development of self-esteem.
- Assist with the development and implementation of IEPs/behaviour plans.
- Use specialist skills/ knowledge/ training to provide support in specialist areas
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set
- Identify and report uncharacteristic behaviour patterns
- Assist with pupil supervision on trips off the premises, under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of pupils, including tasks connected with their social inclusion and personal/physical care.
- 1:1 work in the early years setting with a child with specific needs.

**Support to teacher:**

- Assist with lesson/activity planning, delivery and evaluation
- Monitor individual/group achievements of key objectives and provide feedback to the teacher
- Contribute to pupil assessment through observation and reporting
- Record information relevant to assessment and review of pupils' progress
- Attend IEP and statement review meetings if appropriate
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Undertake routine and non-routine administrative tasks, eg produce worksheets, administer coursework
- Liaise with parents/carers, specialist teachers and other professional staff, share and provide information
- There will be some lunchtime supervision as part of this role and a willingness to undertake First Aid training as required.
- Participate in the school's appraisal process
- Perform any other reasonable tasks within the range of the salary grade

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.**

**COMMITTED TO EQUAL OPPORTUNITIES**