

JOB DESCRIPTION

Teaching Assistant – Grade 2

LEVEL DESCRIPTION

The teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

There will be some need to interpret information or situations and to solve straightforward problems. More complex problems will be referred to line manager.

No requirement to supervise others, but may demonstrate tasks to new colleagues.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

Whilst line management arrangements will vary from school to school, it is likely that the post holder will report to one of the following: Head Teacher, Deputy, Head of Year or SENCO.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

EXAMPLES OF DUTIES AT THIS LEVEL

Support for pupils

- Undertake a range of routine tasks to support learning e.g. listening to reading, discussing stories etc.
- Assist an individual pupil, or a small group of pupils, some of whom may have Special Educational Needs.
- As appropriate, look after sick/upset pupils and attend to physical needs.

Support for the teacher

- Undertake routine tasks to support the teacher during lessons, e.g. preparing classroom materials, displaying pupils' work, supervising small groups of pupils whilst the teacher is carrying out assessments
- Maintain basic records
- Assist teaching staff to ensure that the aims and objectives of the school are achieved

Support for the curriculum

- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days

Other

- Support implementation of Government initiatives under the direction of the teacher.
- Comply and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection.
- Contribute to the overall ethos/work/aims of the school.
- Take part in whole-school training programmes and be responsible for your own professional development, responding positively to feedback for the benefit of improving your performance.
- These duties may be varied at the reasonable discretion of the Headteacher, and post holders may be expected to undertake other duties of a similar level/nature which are considered appropriate to the level of this post.

Gorseland Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



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