

Laleham Gap School Job Description

Job Description: Teaching Assistant – Level 2



School:	Laleham Gap
Grade:	Kent Range 5 plus SENA
Responsible to:	Resource Manager/ Line Manager

Purpose of the Job:

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range.

Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

Key duties and responsibilities:

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants in this role are expected to undertake at least one of the following:
 - Provide specialist support to pupils where English is not their first language.
 - Provide specialist support to gifted and talented pupils.
 - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject). Cover the Year 7 & 8 teaching assistants (level1 and LSU). Provide specialist support to all pupils with an EHCP/Statement

8. Undertake lunch duties, playground duties and before/after school duties – these will be specified within your contract of employment
9. Attend Professional Development meetings – these will be specified within your contract of employment

Teaching Assistants in this role may also undertake some or all of the following:

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
2. Provide short term cover supervision of classes.
3. Supervise the work of other support staff/trainees.
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
5. Invigilate exams and tests.
6. Escort and supervise pupils on educational and out of school activities.
7. Guide and support pupils in their personal, emotional and social development.
8. Prepare and present displays.
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
10. Be involved in planning, organising and implementing individual development plans for pupils (such as provision maps/EHCP provision plans), including attendance at, and contribution to, reviews.
11. Work with pupils not working to the normal timetable
12. Assist with the schools morning and after school pupil transport arrangements.

In a Special School setting Teaching Assistants may also be required to:

1. Attend to personal care needs to ensure pupil's wellbeing and health and safety.
2. Implement behaviour support programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.
3. Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.