

**EDUCATION SERVICES DIRECTORATE
JOB DESCRIPTION**

JOB TITLE: Teaching Assistant – Level 2

SCHOOL: Ludlow CE School

POST NUMBER: BA4501150

GRADE: 5

SALARY RANGE: Spinal Pts. 14 - 17

HOURS: 25hrs per week term time only

POST STATUS: Fixed Term

WORKING YEAR: 43.21 weeks

Conditions of service are those specified by the National Joint Council for Local Government Services

GENERAL INFORMATION

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support for Students

- a) Attend to students' personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- b) Supervise and support students, including those with special needs, ensuring their safety and access to learning.
- c) Establish constructive relationships with students and interact with them according to individual needs.
- d) Promote the inclusion and acceptance of all students.
- e) Encourage students to interact and work co-operatively with others, and engage in learning activities.
- f) Set challenging and demanding expectations for students, and promote self – esteem and independence.
- g) Provide feedback to students in relation to progress and achievement under the guidance of the teacher.

2. Support for the Teacher

- a) Assist with the planning of learning activities.
- b) Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- c) Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- d) Monitor students' responses to learning activities and accurately record achievement / progress as directed.
- e) Establish constructive relationships with parents / carers.
- f) Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- g) Maintain records as requested.

- h) Administer routine tests, invigilate exams, and undertake routine marking of students' work, accurately recording achievement / progress.
- i) Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- j) Provide general clerical / admin support e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

3. Support for the Curriculum

- a) Support students in understanding instructions.
- b) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to student responses.
- c) Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- d) Support students in using ICT, and develop students' competence and independence in its use.
- e) Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist students in their use.
- f) Monitor and manage stock and supplies, cataloguing as required.

4. Support for the School

- a) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos / work / aims of the school.
- d) Appreciate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities and performance development as required.
- g) Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- h) Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.