



**CALTHORPE
ACADEMY**
Skills for the life we want

Job Description: Teaching Assistant Level 2

Reports to: Class Teacher and Extended Leader
Hours: 32.5 hours per week, term time only
Salary: Grade 2, points 3-8

This level is applicable to new and existing teaching assistants qualified to NVQ level 2 or equivalent.

Purpose of job

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Duties and responsibilities

Support for pupils (either individually or in groups)

1. Support the activities of individuals or groups
2. Establish and maintain relationships with individual pupils and groups
3. Contribute to Individual Education Plans as appropriate
4. Support pupils during learning activities
5. Promote pupils' social and emotional development
6. Contribute to the health and well being of pupils
7. Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
8. Support children with specific needs, for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties and individual personal requirements.
9. Go into the pool to support swim lessons
10. Support pupils to access the curriculum

Support for the teacher(s)

1. Observe and report on pupil performance
2. Contribute to the planning and evaluation of learning activities
3. Assist in preparing and maintaining the learning environment
4. Contribute to the management of pupils' behaviour
5. Contribute to the maintenance of pupils' records
6. Support the maintenance of pupils' safety and security. Provide general administrative support, for example, administer coursework, produce worksheets etc.

Support for the school

1. Support the development and effectiveness of team work within the school environment
2. Develop and maintain working relationships with other professionals
3. Liaise with parents as appropriate
4. Review and develop own professional practice.
5. Any other duties deemed appropriate at the direction of the Head Teacher

Support for the curriculum

1. Support the use of information and communication technology in the classroom

Requirement

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Qualification required – Preferable NVQ level 2 or equivalent and proven experience of working within children or individuals with special needs

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff

Signed

Date