

**RAWMARSH ASHWOOD PRIMARY SCHOOL**  
**(Part of Wickersley Partnership Trust)**

**JOB DESCRIPTION**

Post Title:	Level 2 Teaching Assistant
Grade:	Band D (SCP 14 -17)
Responsible to:	Line Manager. Working under the instruction / guidance of Teaching staff and the Head Teacher
Responsible for:	N/A

Main Purpose

To work under the instruction/guidance of Teaching staff or appropriate Teaching Assistant staff, to undertake work/care/support programmes to enable access to learning for pupils and to assist with the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Duties and Responsibilities

1. Support for pupils

- (i) To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- (ii) Assist with the development and implementation of individual Education / Behaviour Plans and Personal Care programmes.
- (iii) Establish constructive relationships with pupils and interact with them according to individual needs.
- (iv) Promote the inclusion and acceptance of all pupils.
- (v) Encourage pupils to interact with others and engage in activities led by the teacher.
- (vi) Set challenging and demanding expectations and promote self-esteem and independence.
- (vii) Provide feedback to pupils in relation to progress and achievements under the guidance of the Teacher.

2. Support for the Teacher

- (i) To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- (ii) Use strategies, in liaison with the Teacher to support pupils to achieve learning goals.
- (iii) Assist with the planning of learning activities.
- (iv) Monitor pupils' responses to learning activities and accurately record achievements / progress as directed.
- (v) Provide detailed and regular feedback to Teachers on pupils' achievement, progress, problems etc.
- (vi) Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
- (vii) Establish constructive relationships with Parents / Carers.

- (viii) Administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- (ix) Provide clerical / administrative support e.g, photocopying, typing, filing, collection of money, administering of coursework etc.

### 3. Support for the Curriculum

- (i) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- (ii) Undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years, recording achievements and progress and feeding back to the Teacher.
- (iii) Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- (iv) Prepare, maintain and use equipment/ resources required to meet lesson plans / relevant learning activities and assist pupils in their use.

### 4. Support for the School

- (i) 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 in accordance with policy.
- (ii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- (iii) Contribute to the overall ethos / aims of the school.
- (iv) Support the role of other professionals.
- (v) Attend and participate in relevant meetings as required.
- (vi) Participate in training and other learning activities and performance development as required.
- (vii) Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes.
- (viii) Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Teacher.

Any other duties and responsibilities at the discretion of the Head Teacher

- Any other duties as required by the Head Teacher or Line Manager

### General

Postholders will be required to possess the NVQ 2 for Teaching Assistants or equivalent qualifications or experience and will have been trained in the relevant learning strategies, e.g. literacy.

Appropriate First Aid training will be required.

Good numeracy/literacy skills and training in the relevant learning strategies e.g. literacy will be required together with a general understanding of national/foundation stage curriculum and other basic learning programmes/strategies and a basic understanding of child development and learning.

Other duties and responsibilities commensurate with the grade of the post which may be required from time to time.