



JOB DESCRIPTION

Job Title:	Teaching Assistant – Level 2
Reports to:	SENCO
Grade:	Level 2
Hours:	32.5 hours per week
Job Purpose: Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.	
Principal Accountabilities: 1. Support for children <ul style="list-style-type: none">● In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.● Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.● Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.● Provide learning support to children with significant care needs, or where English is not their first language.● Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.● Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities. 2. Support for the curriculum <ul style="list-style-type: none">● Support the school curriculum, including literacy and numeracy activities.● Suggest areas where ICT might be used to enrich pupil learning● Provide targeted support to enhance learning and improve attainment● To develop and facilitate interventions in Mathematics 3. Support for the teacher	

PFA is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment



- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. **Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.



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