

**Job Description**

**Post Title: Teaching Assistant Level 2**

**Grade 4**

**Line Manager: Deputy Headteacher/SENDCo**

**Main Purpose**

The main purpose of the TA will be to work with class teachers to raise the learning and attainment of pupils. They will be expected to promote pupils’ independence, self-esteem and social inclusion. They will give support to pupils, individually or in groups, so that they can access the curriculum, take part in learning and experience a sense of achievement.

**Job Profile**

**Support for the pupil**

* Establish good working relationships with pupils, acting as a role model.
* Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
* Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
* Promote inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
* Provide pupil support as required at Lunchtime

**Support for the teacher**

* Provide minimal clerical/administration support (e.g. photocopying, typing filing, etc)
* Assist with the display of children's work
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
* In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
* Report pupil achievements, progress and issues as appropriate in agreed format.
* Undertake pupil record keeping as requested
* Administer routine primary tests and invigilate exams.
* Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
* Establish constructive relationships with parents/carers.