

**The Pines School**  
**Job Description for Level 2 Teaching assistant**

**Job Title:** Level 2 TA    **Salary Grade:** Grade 2 (pro rata to hours worked) SEN allowance  
**Location:** The Pines 32.5 hours Term time only

**Job Purpose:**

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

To support pupils with a range of learning difficulties and ASC

To support pupils with complex learning needs

**1. Job Purpose**

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

**2. Key Responsibilities**

**Support for Pupils**

- Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- Support children with ASC, Behavioural, emotional and social development needs, Communication and interaction difficulties
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- Support pupils to access all learning opportunities.

**3. Support for the teacher(s)**

- Provide support for learning activities by
  - Supporting the teacher in the planning and evaluation of learning activities
  - Supporting the delivery of learning activities
  - Support in organising effective learning environments and maintaining appropriate records
  - Support literacy and numeracy activities in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the management of pupil behaviour by
  - Promoting school policies with regard to pupil behaviour
  - Supporting the implementation of strategies to manage pupil behaviour

- Undertake routine marking in line with school policy
  - Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework
  - With supervision deliver group activities
- 4. Support for the school**
- Provide support to colleagues
  - Develop own effectiveness in a support role
  - Work as required across the curriculum and in all Key Stages within the school in accordance with the job
- 5. Support for the curriculum**
- Support the use of information and communication technology in the classroom
  - Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.
- 6. General**
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
  - To ensure their tasks are carried out with due regard to Health and Safety
  - To participate in appropriate professional development including adhering to the principle of performance management.
  - To adhere to the ethos of the school
  - To promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parent's evenings within working hours
  - Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

Job Description issued by: \_\_\_\_\_ (Signature of Headteacher)

Job Description agreed by: \_\_\_\_\_ (Signature of TA)

Date: \_\_\_\_\_