

JOB DESCRIPTION								
	ning,	PRATE: Culture and Children's	DEPARTMENT:					
JOB TITLE: Teaching Assistant 2 (TA2)			POST NUMBER: E****112					
REPORTS TO (Job Title): ClassTeach Team Leader			er / KS1	Current Grade TA2				
1.	MAIN PURPOSE OF JOB To work under the direction of the teacher to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils.							
2.	COF	RE RESPONSIBILITIES, TASKS & DUTIES:						
	i.	Works under the direction of the class teacher, SENCO or a member of the school's Senior Management Team to carry out work and tasks set by the teacher. Works with individual pupils or small groups of pupils as directed by the teacher and under the teacher's guidance.						
	ii.	Carries out work pre-planned by the teacher, but will be expected to use own initiative to enable pupils to access the learning activity by application of specific skills, knowledge and experience with and of the pupils within the guidelines set by the teacher.						
	iii.	Carries out work planned and prepared by the teacher and in accordance with the teacher's instructions. May be required to adapt work/activities as directed by the teacher.						
	iv.	Assists the teacher and works as directed in preparation of the classroom and resources for planned work to take place. May involve adapting work and activities as directed by the teacher.						
	V.	Assists with assessment and monitoring of pupil progress by providing feedback to the teacher on pupils' achievements, progress and problems.						
	vi.	Assists with record keeping on pupil progress as directed by the teacher.						
	vii.	Works with other adults involved in the education process as directed by the teacher.						
	viii.	Involved in meetings with other staff, external professionals and parents regarding pupils in a support capacity to the teacher who will normally lead on such matters						

	ix.	Supports colleagues across the school staff as directed by the teacher, SENCO or Senior Management Team by application of any specific skills, experience and knowledge in relation to pupils and the curriculum, and to include routine administrative and clerical tasks.				
	X.	Accompanies other staff on school visits and in other activities outside of the classroom and has responsibility for specific pupils or small groups as directed by the teacher.				
	xi.	Follows all school policies and procedures, in particular: School's Health, Safety and Security Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy				
	xii.	Participates as required in the school's performance management and supervision systems and take part in appropriate training and development activities				
	xiii.	Makes appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working				
	xiv.					
	XV.	Contributes to the overall ethos, work and aims of the school				
3.	SUF	SUPERVISION / MANAGEMENT OF PEOPLE				
		No. reporting – Direct: 0 Indirect: 0				
	No.	reporting – Direct: 0 Indirect: 0				
4.		EATIVITY & INNOVATION Monitors and is responsive to pupil learning and behaviour at all times by making adjustments to supervised activities. Monitors and is responsive to pupils' personal needs and communication. Under the direction of the class teacher communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate. On the basis of their knowledge and understanding of pupils, needs and responses to learning, contributes to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans. Participates in the design of classroom and school displays.				

• **External** Provides information about pupils' progress, strategies eq inclusion programmes.

6. **DECISIONS – discretion and consequences**

- Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.
- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress and discusses these with class teacher.

7. RESOURCES

None

8. WORK ENVIRONMENT -

Work demands

 Under the direction of the class teacher need to implement activities in lessons within school hours as directed. Work may be subject to some change and interruption eg unplanned absences of staff and children, unexpected visits by parents and professionals.

Physical demands

Involves mainly sitting with pupils but may have sustained periods
of physical activity, involving bending, crouching, lifting, walking
and running eg PE lessons, when meeting pupils' personal care
needs, physical interventions with pupils, moving children with
physical disabilities, following approved procedures.

Working conditions

 Majority of work takes place in classroom environment, may be involved in outside activities eg supervision of playground, sports field activities, off-site educational activities in all weather conditions as required.

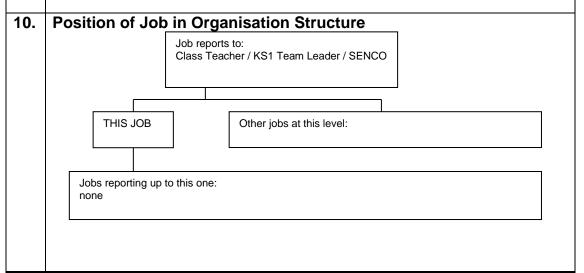
Work context

- Risk of verbal abuse and physical harm from a minority of pupils and who behave aggressively.
- Risk of injury from moving and handling pupils.
- Risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene.
- Risk of infection when dealing with unwell children.

9. KNOWLEDGE & SKILLS

- Communication skills
- Time management and organisational skills
- Literacy and numeracy skills
- ICT capability
- Knowledge of normal child development and children's personal development needs
- Knowledge of strategies which promote good behaviour and discipline

Ability to participate fully in planned physical interventions, in pupil
personal care routines and in moving and handling pupils with
physical disabilities safely, using appropriate mechanical and
other lifting devices, following recognised procedures.



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			