



JOB DESCRIPTION

**Form
JD1**

JOB TITLE: Teaching Assistant 2 (TA2)

POST NUMBER: E****112

REPORTS TO (Job Title): Headteacher / Head of Department / TA Level 3 or 4 or other support staff

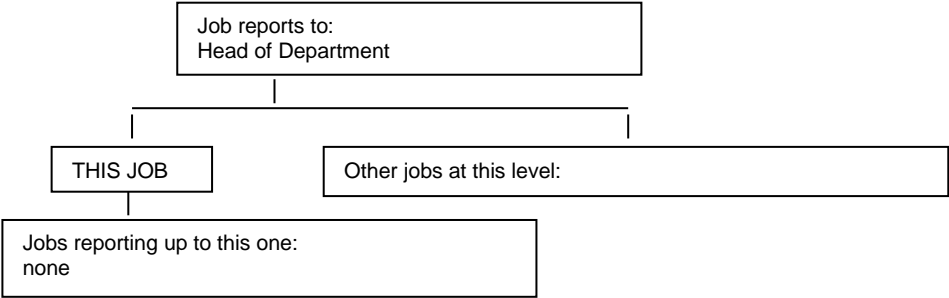
DEPARTMENT: Schools

GRADE: 4

JE REF: 0106

PANEL DATE: 300108

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.	CORE 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.

7.	<p>RESOURCES</p> <p>None</p>
8.	<p>WORK ENVIRONMENT –</p> <p>Work demands</p> <ul style="list-style-type: none"> 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. <p>Physical demands</p> <ul style="list-style-type: none"> 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. <p>Working conditions</p> <ul style="list-style-type: none"> 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. <p>Work context</p> <ul style="list-style-type: none"> 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.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> 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.
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A[Job reports to: Head of Department] --- B[THIS JOB] A --- C[Other jobs at this level:] B --- D[Jobs reporting up to this one: none] </pre>