



Elements Primary School
Creative · Unique · Innovative



Job Description

Teaching Assistant Level 2

Purpose of the Post

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching.

Key Areas

1. Work & liaise with the pupil
2. Staff teamwork.
3. Liaise with parents and school staff.

Duties and Responsibilities within key areas

1. To aid children to learn as effectively as possible both in group situations and on their own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the children are able to use equipment and materials provided
 - Motivating and encouraging the children as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENDCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil
2. To establish supportive relationships with both pupils, staff and parents.
3. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
4. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.
5. To support the pupil in developing social skills both in and out of the classroom.
6. Where appropriate, to know and apply positive handling techniques.
7. To create and maintain a purposeful, orderly and supportive environment to meet the needs of the pupil.
8. Provide detailed and regular feedback to teachers on achievement, progress, problems etc.