



## Mawsley C.P School

### Teaching Assistant Level 2 Job Description



**Purpose of the Role:** To work with Teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff.

#### **Working in the environment;**

- Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes to ensure that the school's health and safety and behaviour policies are maintained
- Supervise and support pupils in the learning environment including more in depth support for these with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Assist pupils within the class, individually and in small groups, in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum
- Provide routine clerical and other support to meet service delivery requirements
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support pre-defined learning activities to meet the needs of pupils and the curriculum
- Prepare, maintain and use equipment and resources required to meet lesson plans / learning activities to meet the needs of pupils and the curriculum

#### **Working with people;**

- Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school
- To attend to basic first aid and the welfare of the children
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

#### **Working with resources;**

- Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources

#### **Working with information;**

- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development

**Specific to the role**

- Mark pupil work in line with the school policy and feedback to the class teacher
- Complete SEN working records and attending multi agency meetings

**Other**

To perform any other relevant duties required by the Headteacher

Job description discussed and agreed:

Staff member: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_