

JOB DESCRIPTION									
JOB TIT	LE:	Teaching Assistant Level 2							
School:		Stayner Hall Community Drimany Academy	Grade 4						
SCHOOI:		Staynor Hall Community Primary Academy	Grade 4						
REPORT	S TO	(Job Title):							
Headtead	her / I	Line Manager/ HLTA							
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 to								
	in the management of pupils.								
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:								
	i.	Works under the direction of the class teacher, SEN	CO or a member of the						
	"	school's Senior Management Team to carry out wor							
		teacher. Works with individual pupils or small groups of pupils as directed							
	ii.	by the teacher and under the teacher's guidance. Carries out work pre-planned by the teacher, but wil	Lha avpacted to use						
	".	own initiative to enable pupils to access the learning							
		of specific skills, knowledge and experience with an							
	:::	guidelines set by the teacher.	or and in accordance						
	iii. Carries out work planned and prepared by the teacher and in accordant with the teacher's instructions. May be required to adapt work/activities								
		directed by the teacher.							
	iv.	Assists the teacher and works as directed in prepara							
		and resources for planned work to take place. May i and activities as directed by the teacher.	nvoive adapting work						
	٧.	Assists with assessment and monitoring of pupil pro	gress by providing						
	.	feedback to the teacher on pupils' achievements, pr	•						
	vi. vii.	Assists with record keeping on pupil progress as directly works with other adults involved in the education progress.							
	VII.	teacher.	occas as an ected by the						
	viii.	Involved in meetings with other staff, external profes							
		regarding pupils in a support capacity to the teacher on such matters.	who will normally lead						
	ix.	Supports colleagues across the school staff as direct	ted by the teacher,						
		SENCO or Senior Management Team by application	n of any specific skills,						
		experience and knowledge in relation to pupils and to include routine administrative and clerical tasks.	the curriculum, and to						
	X.	Accompanies other staff on school visits and in other	r activities outside of						
		the classroom and has responsibility for specific pup							
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	directed by the teacher.	uları Cahaal'a Haalth						
	xi.	Follows all school policies and procedures, in particular Safety and Security Policy, Child Protection Policy, I							
		Policy, Inclusion Policy, Equalities Policy and Data F							



	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. May be given specific areas of responsibility within the school that are appropriate to specific skills, knowledge and experience, for example in maintaining curriculum resources in a given subject area, preparing displays etc. 				
	xv. Contributes to the overall ethos, work and aims of the school				
3.	SUPERVISION / MANAGEMENT OF PEOPLE				
	No. reporting – Direct: 0 Indirect: 0				
4.	 CREATIVITY & INNOVATION Monitors and is responsive to pupil learning and behaviour at all till making adjustments to supervised activities. Monitors and is responsive to pupils' personal needs and communicates and is responsive to pupils personal needs and communicate. Under the direction of the class teacher communicates effectively teachers, other professionals and parents whenever the need arise recognises the need to communicate. On the basis of their knowledge and understanding of pupils, need 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. 	nication. with es and ds and			
5.	 Internal Contributes to the teacher's planning, teaching an assessment of the curriculum - daily. Enables pupils' access planned curriculum and meets personal and social needs — Takes part in departmental or whole school meetings as recovered works in collaboration with other support staff - daily. External Provides information about pupils' progress, strate inclusion programmes. 	ss to the daily. quired.			
6.	 DECISIONS – discretion and consequences Takes action to meet pupils' needs as they arise to avoid undue ple or mental stress. Communicates information effectively to teachers, other profession parents whenever the need arises. Recognises when it is necessary to make adjustments to planned in order to enable a pupil to access the curriculum fully and make and discusses these with class teacher. 	nals and			
7.	RESOURCES				



	EBUR ACADEMY TRUST
	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, offsite 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.



10.	Position of Job in Organisation Structure								
		Job reports to: Head of Department							
	THIS JOB	Other jobs	s at this level:						
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	Jobs reporting up to t	Jobs reporting up to this one:							
Job Description agreed by:		Name:	Signature:	Date:					
Job Holde	er er								
Manager									