

<b>Role Title</b>	<b>Typically reports to</b>
<b>Teaching Assistant 1</b>	
<b>Information sources</b>	<b>Date of profile</b>
Agreed by School Working Party Job Evaluation Panel	150711
<b>Purpose of the role (job statement)</b>	
To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher <sup>1</sup> .	
<b>Responsibilities</b>	
<p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher</li> <li>2. Support pupils to understand instructions support independent learning and inclusion of all pupils</li> <li>3. Support the teacher in behaviour management and keeping pupils on task</li> <li>4. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate</li> <li>5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.</li> <li>6. Responsible for the careful and safe use equipment, such as play and standard ICT equipment</li> <li>7. Maintain confidentiality and adhere to safeguarding procedures</li> <li>8. Demonstrate and adhere to the schools health and safety policies and procedures</li> </ol> <p>Teaching Assistants in this role may also:</p> <ol style="list-style-type: none"> <li>1. Record basic pupil data</li> <li>2. Support children's learning through play</li> <li>3. Assist with break-time supervision including facilitating games and activities</li> <li>4. Assist with escorting pupils on educational visits</li> <li>5. Support pupils in using basic ICT</li> <li>6. Invigilate exams and tests</li> <li>7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.</li> <li>8. Demonstrate own duties to new or less experienced staff</li> </ol>	
<b>Indicative knowledge, skills and experience</b>	
<ul style="list-style-type: none"> <li>• Level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework.</li> <li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> <li>• Good interpersonal skills</li> </ul>	

<sup>1</sup> Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.