



JOB DESCRIPTION



Job Title:	Teaching Assistant Level 2
Job Reference:	SCH014
School:	Hamworthy Primary Schools (Twin Sails Infant School & Nursery and Hamworthy Park Junior School)
Salary Grade:	D
Responsible to:	Class Teacher & SENCO
Responsible for:	N/A

Main Job Purpose

- 1) Work within the school as part of a team, under the general direction of the Headteacher who will be responsible for the overall policy of the educational programme and for matters of control and discipline within the school.
- 2) Teaching Assistants at this level may work with whole classes, smaller groups or be assigned to work with particular pupils who may have particular requirements or Statements of their Special Needs.

Main Responsibilities and Duties

Support the pupil by:

- 1) Undertaking activities with either individuals or groups of children in order to ensure their safety and facilitating their physical, emotional and educational development.
- 2) Carrying out pre-determined educational activities and work programmes whilst promoting independent learning, including working without the supervision of the teacher as appropriate.
- 3) Regularly utilising appropriate behaviour management skills in line with the school's relevant work policies, as well as those skills necessary to promote children's thinking.
- 4) Working to establish a supportive relationship with the children and parents concerned.
- 5) Encouraging acceptance and inclusion of children with special needs.
- 6) Promoting and reinforcing the children's self esteem.

Work Environment

- 1) The post holder may be required to deal with routine issues which arise but which will not involve a change to the programme.
- 2) The post holder may be required to exert moderate physical effort, for example periods of crouching/bending to engage pupils in activities. There may be an occasional need to physically lift pupils for safety or care needs.
- 3) The post holder will be expected to challenge behaviour of pupils.
- 4) There may be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.

Prepared by: Human Resources
Date: September 2008

Knowledge	Ability to handle confidential information with discretion	*	*	*	
	Ability to supervise and mentor others	*	*	*	
	Ability to cope with personal hygiene needs and respond sensitively to pupils' needs	*	*	*	
	Ability to support children with Special Educational Needs		*	*	
	Ability to lead groups of children, applying appropriate behaviour and learning strategies			*	
	Ability to lead whole classes		*	*	
	Ability to apply a wide range of strategies for the benefit of the pupil				
	Understanding of the school's health and safety policy				
	Understanding of basic first aid				

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Other Factors

A flexible and adaptable approach

Willingness to continue and maintain professional development