

# Job Description

Oxton St Saviour's CE Primary School			
Designation of Post	<b>Teaching Assistant Level 2</b>	Grade TA2	Post No
Responsible to	As a member of the support staff you are accountable through the class teacher, to the SLT.		
<p><b>Key Role/ Functions</b></p> <p>To work under the instruction/ guidance of teaching/senior staff to undertake work /care/support programmes and interventions, to enable access to learning for pupils, and to on occasion 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 area.</p> <p><b>Specific Duties and Responsibilities</b></p> <p><b>1. Support for Pupils</b></p> <ul style="list-style-type: none"> <li>● To promote pupils' development in a safe, secure, supportive environment</li> <li>● To have regard for the safety and well being of the pupil at all times</li> <li>● To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible</li> <li>● Lead evidence-based interventions (e.g., phonics, numeracy, social skills, or emotional regulation) as directed by the Class Teacher or SENDCo.</li> <li>● To focus on individual pupils to ensure their needs are being met within the group or class.</li> <li>● To encourage inclusion within the learning environment, tailoring learning materials and environment to meet the specific needs of pupils, ensuring they can access the curriculum.</li> <li>● To display pupils' work to reflect their achievement as instructed by the teacher</li> <li>● Maintain accurate records of pupil progress during intervention sessions and provide feedback to the teacher, inform assessment and to inform future planning.</li> <li>● To encourage pupils to interact with others and engage in activities led by the teacher</li> <li>● To assist in the supervision of pupils on outings and visits</li> </ul> <p><b>2. Support for Teachers</b></p> <ul style="list-style-type: none"> <li>● To liaise with teachers regarding the daily/weekly programme of activities and events</li> <li>● To work with other staff delivering intervention that is part of Education and Health Care Plans</li> <li>● To set out, prepare, use, tidy and clean equipment after use.</li> <li>● To gather information from parents/carers as appropriate under the direction of the teacher</li> </ul>			

- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested
- To provide clerical support e.g. photocopying
- To work within established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence

### **3. Support for the School**

- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required (hours will be adapted to allow for this if needed)
- To assist with the general supervision of pupils during break times, lunchtimes and/or when required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety policies and procedures in school and log any concerns using the appropriate platforms
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher
- To be a proactive member of the school team
- To attend relevant professional development to update knowledge when required

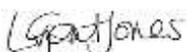
### **4. Support for the Curriculum**

- To prepare and undertake specific activities, supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

### **GENERAL**

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

Issued by

Headteacher 

Date 16/03/26