

JOB DESCRIPTION						
		RATE:	DEPARTMENT:			
		Culture and Children's				
	Services			IMPED.		
JOB TITLE: Teaching Assistant 2 (TA2)			POST NI E****112			
REF	PORT	S TO (Job Title):		Current Grade		
	Headteacher / Head of Department / TA			TA2		
or 4	or oth	ner support staff				
1.	MAI	N 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 teacher in the management of pupils.					
2.	COF	ORE RESPONSIBILITIES, TASKS & DUTIES:				
	i.	Works under the direction of member of the school's Seni work and tasks set by the tea small groups of pupils as dire teacher's guidance.	or Manage acher. Woi	ement Team to carry out rks with individual pupils or		
	ii.	Carries out work pre-planned to use own initiative to enable	e pupils to ls, knowled	access the learning activity dge and experience with and		
	iii.	Carries out work planned and accordance with the teacher adapt work/activities as direct	d prepareo s instructio	by the teacher and in ons. May be required to		
	iv.	Assists the teacher and work classroom and resources for involve adapting work and a	s as direc planned v	ted in preparation of the vork to take place. May		
	V.	Assists with assessment and providing feedback to the tea progress and problems.				
	vi.	Assists with record keeping of teacher.	on pupil pr	ogress as directed by the		
	vii.	Works with other adults invol directed by the teacher.		•		
	viii.	Involved in meetings with oth parents regarding pupils in a will normally lead on such ma	support ca			

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	ix.	Supports colleagues across the school staff as directed by the			
		teacher, SENCO or Senior Management Team by application of			
		any specific skills, experience and knowledge in relation to pupils			
		and the curriculum, and to include routine administrative and			
		clerical tasks.			
	х.	Accompanies other staff on school visits and in other activities			
	Λ.	outside of the classroom and has responsibility for specific pupils			
		or small groups as directed by the teacher.			
	vi				
	xi.	Follows all school policies and procedures, in particular: School's			
		Health, Safety and Security Policy, Child Protection Policy,			
		Behaviour Management Policy, Inclusion Policy, Equalities Policy			
		and Data Protection Policy			
	xii.	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.	SUF	SUPERVISION / MANAGEMENT OF PEOPLE			
	No.	reporting – Direct: 0 Indirect: 0			
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4.					
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	strategies eg inclusion programmes.
6.	 DECISIONS – discretion and consequences Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress. Communicates information effectively to teachers, other professionals and parents whenever the need arises. Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress and discusses these with class teacher.
7.	RESOURCES 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, off-site 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 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

