



**Jeavons Wood**  
Primary School

**JEAVONS WOOD PRIMARY SCHOOL**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

**JOB DESCRIPTION**

**Job Title:** Teaching Assistant – Level 2

**School/Service:** Jeavons Wood Primary School

**Reports to:** KS Assistant Head

**Grade:** TAL2 NJC scale (5-6)

**Location:** Jeavons Wood Primary School

**Job Purpose:**

To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

To work with groups of children or on a 1:1 basis, across all subjects during the day & play an active part in helping them achieve their learning objectives.

To adapt activities/works as necessary to meet the needs of children.

To deliver intervention groups as needed.

**Principal Accountabilities:**

**1. Support for children**

- To work with groups/1:1 each day
- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities and intervention sessions with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

## **2. Support for the curriculum**

- Support the school curriculum, including English & Maths activities
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

## **3. Support for the teacher**

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing ILPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

## **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend any training as required
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events, school fete
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.