



Job Description **Teaching Assistant Level Two (JE No: 1541)**

Job title:	Teaching Assistant (Level2)	Ealing GLPC Grade:	Grade 5
Line manager:	Reception Leader/ SENDCO		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:	22.5 (9am – 1.30pm, term time only)		

Main purposes of the job

- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
 - To work across the four Reception classes, under the specific supervision, instruction and guidance of the class teacher(s) and SENDCO to support the progress of pupils with Special Educational Needs, with a particular focus on speech, language and communication needs
 - To assist class teachers in assessing, planning, implementing and reviewing social, emotional and academic progress of pupils with Special Educational Needs on a 1:1 basis.
 - To work collaboratively with external professionals, including speech and language therapists and occupational therapists, implementing advice and reviewing progress towards personalised targets.
 - To work collaboratively with parents to ensure that there is a joined-up approach to supporting pupil needs and progress.
 - To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
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Main responsibilities and tasks

Support for pupils:

1. Under the specific supervision of class teachers and SENDCO to work with individuals to deliver learning, social and emotional regulation programmes and speech, language and communication programmes
2. To encourage pupils to interact with others, supporting social communication, and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To support pupils to regulate behaviour within the school's systems.
5. To assist the pupils with personal needs as appropriate.



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Support for the teacher:

6. To provide regular feedback to teachers and SENDCO on pupils' progress.
7. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in parent meetings or review meetings.

Support to the school

8. To be aware of and comply with policies and procedures relating to safeguarding, health & safety SEND/Inclusion and data protection reporting all concerns to the appropriate named person.
9. To assist with the supervision of pupils in and out of lesson time but during the school day (including lunchtimes), within contracted hours as necessary for their safety.
10. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
11. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
12. To attend relevant meetings and participate in training opportunities and professional development as required.
13. To attend relevant meetings and participate in relevant training and performance development as required
14. To adhere to school health and safety policy including risk assessment and safety systems
15. To adhere to school policy on equality and diversity

Support for the curriculum

16. To assist with the development of skills and knowledge across the curriculum and to support their use in learning activities.
17. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher

Signatures – line manager and job holder

Signature of Manager:		Date:	/ /
Signature of post holder:		Date:	/ /
