YORK		ORK	JOB DESCRIPTION		Form JD1	
JOB TITLE: Teaching Assist (TA2)			ing Assistant 2	POST NUMBER:	E****1	12
REPORTS TO (Job Title):				Headteacher / Head of Department / TA Level 3 or 4 or other support staff		
DEP	PARTI	MENT: S	chools	GRADE: 4		
JE REF:			0106	PANEL DATE:	3001	08
1.	MAIN PURPOSE OF JOB				L	
	supp	work under the direction of the teacher to undertake work, care and pport programmes, to enable access to learning for pupils and to sist the teacher in the management of pupils.				
2.	COF	CORE RESPONSIBILITIES, TASKS & DUTIES:				
	i.	member work and small gro	of the school's Seni I tasks set by the tea	the class teacher, S or Management Tea acher. Works with in ected by the teacher	am to c dividua	carry out al pupils or
	ii.	Carries o to use ov by applic	out work pre-planned vn initiative to enabl ation of specific skil	d by the teacher, but e pupils to access th ls, knowledge and e lines set by the teac	ne lear xperie	ning activity
	iii.	Carries o accordan	out work planned and	d prepared by the te 's instructions. May l	acher	
	iv.					
	V.	Assists w providing	vith assessment and	l monitoring of pupil acher on pupils' achi	progre	ess by
	vi.	Assists w teacher.	vith record keeping of	on pupil progress as	direct	ed by the
	vii.	Works wi	ith other adults invol by the teacher.	lved in the educatior	n proce	ess as
	viii.	Involved parents r	in meetings with oth	ner staff, external pro support capacity to atters.		

	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			
	х.	clerical tasks. Accompanies other staff on school visits and in other activities outside of the classroom and has responsibility for specific pupils or small groups as directed by the teacher.			
	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.	SUP	ERVISION / MANAGEMENT OF PEOPLE			
	No.	. reporting – Direct: 0 Indirect: 0			
4.	CRE	ATIVITY & INNOVATION			
	•	 times by making adjustments to supervised activities. Monitors and is responsive to pupils' personal needs and communication. Under the direction of the class teacher communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate. On the basis of their knowledge and understanding of pupils, needs and responses to learning, contributes to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans. Participates in the design of classroom and school displays. 			
5.	CON	ITACTS & RELATIONSHIPS			
		 Internal Contributes to the teacher's planning, teaching and assessment of the curriculum - daily. Enables pupils' access to the planned curriculum and meets personal and social needs – daily. Takes part in departmental or whole school meetings as required. Works in collaboration with other support staff - daily. 			

	 External Provides information about pupils' progress, 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 injury from moving and handling pupils.
	 Risk of exposure to bodily fluids when assisting incontinent
	children with their personal hygiene.Risk of infection when dealing with unwell children.
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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 personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.
10.	Position of Job in Organisation Structure
	Job reports to: Head of Department
	THIS JOB Other jobs at this level:
	Jobs reporting up to this one: none