

## GRANTA SCHOOL

**Granta School is committed to safeguarding and the welfare of children and young people and expects all staff to share in this commitment.**

### JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant – Level 2
<b>School:</b>	Granta
<b>Reports to:</b>	Teacher
<b>Grade:</b>	Level 2
<b>Location:</b>	Granta School
<b>Hours:</b>	(subject to maximum 32.5 hours per week)

Working at Level 2, a Teaching Assistant will support the classroom teacher(s) to facilitate the active participation of children in the academic and social activities of the school and will contribute to raising the standards of achievements for all pupils.

These expectations may fall in the following 4 areas.

#### **1. Support for Children**

- In conjunction with the class teacher, adapt lessons to meet the needs of the pupils.
- Take responsibility for delivering learning activities with small groups.
- Establish and maintain supportive relationships with pupils, parents and carers and other staff.
- Promote inclusion for all pupils.
- Provide support for personal care and educational programmes.

#### **2. Support for the Curriculum**

- Support the delivery of the school curriculum.
- Provide additional support for children as required.

#### **3. Support for the Teacher**

- Assist in maintaining class records.
- Contribute to reports on pupil progress and development as directed.
- Monitor and track progress and promote feedback for IEPs.
- Contribute to planning and evaluation.
- Organise the learning environment and maintain classroom resources.
- Undertake support activities e.g. photocopying, display etc.
- Support the management of pupil behaviour.
- Provide personal and social care for pupils.

**4. Support for the School**

- Develop effective working relationships
- Maintain a safe and healthy environment.
- Participate fully in procedures for performance management and review
- Attend and actively participate in staff meetings.
- Support and contribute to the development of other TA's.
- Assist in facilitating school events.