

# Lancashire County Council

## Job description for the post of: Teaching Assistant 2

**Directorate:** Children and Young People

**Location:**

**Establishment or team:**

**Post number:**

**Grade:** SCP 4 - 6

**Line manager:**

**Car user:**

**Staff responsibility:**

**Number of staff directly supervised:**

**Which business plan covers this post?**

### Core Purpose

Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.

### Corporate Objectives

Lancashire a place where people can

- Feel safe
- Lead healthy lives
- Get help if they need it
- Learn and develop
- Work and prosper
- Travel easily and safely
- Enjoy a high quality environment

### The purpose of this job is:

Under the teachers clear guidance, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationship with pupils.

### Core tasks

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

### Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

### **Support for the Teacher**

- To assist in the monitoring/recording of pupil progress, problems and developmental needs.
- To assist in the production of teaching aids.
- To undertake routine classroom administrative tasks including class lists.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes
- To liaise with the school's nominated person in respect of pupil absence.
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- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for administering pupil work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.

To support the use of ICT in learning activities

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

**Prepared by:**

**Date:**

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.