



## **EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION**

**JOB TITLE:** Teaching Assistant 2

**SCHOOL:** Denton CP School & Nursery

**LOCATION:** Denton, Newhaven

**GRADE:** Single Status 3

**RESPONSIBLE TO:** Headteacher

### **Purpose of the Role:**

To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.

### **Key tasks:**

1. To aid pupils to learn as effectively as possible both in group situations and on their own.
2. To establish supportive relationships with the pupil(s) concerned
3. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self reliance and self esteem, including marking children's work
5. To support the pupil(s) in developing social skills both in and out of the classroom
6. To support the use of ICT in learning activities
7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

8. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
9. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
10. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
11. To take part in training activities offered by the school and the county to further knowledge (within employed hours)
12. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours)
13. To accompany teacher and pupils on educational visits

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	Yes