



Grade 2 EY Temporary Teaching Assistant Job Description



A Grade 2 teaching assistant is unqualified and is an aspiring Level 3 teaching assistant. They may have equivalent Level 1 or Level 2 qualifications and/or be working towards their teaching assistant qualification.

Purpose

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Duties and responsibilities

- Ensure that the environment is well resourced for learning
- Offer support for pupils either individually or in groups
- Facilitate the activities of individuals or groups of children
- Carry out tasks from a support plan with an individual or group under the direction and guidance of a Grade 5 teaching assistant or teacher
- Participate in the education of children, including contributing to their health and well-being
- Support children with special needs (if appropriate to the focus of the role)
- Provide support for learning activities by - supporting the teacher in the planning and evaluation of learning activities - supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records
- Support literacy and numeracy activities in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the management of pupil behaviour by - promoting school policies with regard to pupil behaviour - supporting the implementation of strategies to manage pupil behaviour
- Undertake routine marking in line with school policy
- Provide clerical/admin. support, e.g. photocopying, laminating, collecting forms from parents
- Support the use of information and communication technology in the classroom