Job Description

Job title	Teaching Assistant Level 2
Responsible to	Headteacher, Senior Leadership Team, SENDCo
Hours of work	31.67 per week, term-time only
Type of Contract	Fixed Term (Mat Leave - 1.4.27 – 31.12.27) or earlier should the post holder return sooner
Salary	NJC Band D (Point 5-6) currently £26,427 - £26,846 (2026/2027) pro-rota
Base	EYFS/KS1 – Forefield Community Infant and Nursery School

Job Purpose
To work under the direction/instruction of the teacher and senior staff, being aware of specific individual learning needs and enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques working in both the classroom and delivering small group and 1-1 support for pupils.

Role and responsibilities

1. Main duties and responsibilities
Support for the Pupil
• Establish good working relationships with pupils, acting as a role model.
• Be aware of and respond appropriately to individual pupil's needs ensuring effective interaction.
• Provide specific support to pupils, dependant upon their individual needs ensuring their safety while supporting access to learning activities.
• Promote inclusion and acceptance of all pupils.
• Encourage pupils to interact with others and engage in activities led by the teacher.
• Promote self-esteem and independence.
• Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
• Pastoral support; to support individual behaviour plans, social, emotional, well-being programmes and any other children's needs, including supporting those with challenging behaviour.

Support for the Teacher
• Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc) • Assist with the display of children's work.
• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
• In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
• Report pupils' achievements, progress and issues as appropriate in agreed format.
• Undertake pupil record keeping as requested.
• Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
• Establish constructive relationships with parents/carers.
Support for the Curriculum
• Undertake structured and agreed learning activities/learning programmes, taking into consideration pupils' learning styles.
• Undertake literacy/numeracy programmes, recording achievements, progress, and providing appropriate reports and feedback for the teacher.
• Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
Support for the School
• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
• Contribute to the school's ethos, aims and development/improvement plan.
• Appreciate and support the role of other professionals.
• Attend relevant meetings as required.
• Participate in training and other learning activities as required.
• Assist with the supervision of pupils out of directed lesson time, including before, after school if appropriate and within working hours.
• Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Safeguarding

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies (available via the Staff VLE). It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration I accept this job description.	
Print Name:	
Signature:	
Date:	

Person Specification

Teaching Assistant Level 2

Category	Essential/ desirable
Qualifications and Training	
• Minimum 2 years' experience of working with and/or caring for children within EYFS/KS1 range/subject area or NVQ II or equivalent in teaching assistance.	E
• Level 3 childcare/play work qualification	D
• Above within an educational setting.	D
• Training and experience in working in wrap around care.	D
• Willingness to participate in relevant training and development opportunities.	E
• Training in literacy/numeracy curriculum	D
• Training in special educational needs strategies	D
• Willingness to undertake appointed person certificate in first aid administration.	D
• Positive handling training	D
• Phonics Bug training or other relative phonics training	D
Knowledge and understanding	
• General understanding of EYFS / national curriculum and other basic learning programmes/techniques (within specified age range)	E
• General Awareness of inclusion, especially within a school setting.	E
• Understanding of and experience in delivering learning through play and provision.	D
• Experience of resource preparation to support learning programmes.	D
• Effective use of ICT to support learning.	E
• Competency using basic technology – e.g. photocopier / laptops / smartboards	D
Skills	
• Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E
• Ability to build effective working relationships with all pupils and colleagues.	E
• Ability to promote a positive ethos and role model positive attributes.	E
• Good personal numeracy and literacy skills.	E
Personal and Professional qualities	
Must be able to demonstrate the following:	
• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.	E

• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E
• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.	E
• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.	E
• Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	E
• Able to improve their own practice through observations, evaluation and discussion with colleagues.	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.