

## Teaching Assistant Job Family ALT

	<b>Level 2</b>
<b>Teaching and Learning</b>	<p>Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.</p> <p>May work with individual pupils with special educational needs and/or with pupils for whom English is not their first language.</p> <p>May implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupils responses as appropriate.</p> <p>Participate in planning and evaluation of learning activities with the teacher.</p> <p>Support independent learning and inclusion of all pupils.</p> <p>Provide feedback to pupils in relation to attainment and progress under the direction of the teacher.</p> <p>May assist with the development of individual development plans for pupils e.g. IEPs.</p>
<b>Resources</b>	<p>Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.</p> <p>May handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom.</p> <p>Arranging/providing resources for lessons/activities under the guidance of the teacher.</p>
<b>Exams , educational visits and other supervision</b>	<p>May invigilate exams and tests.</p> <p>May assist escorting pupils on educational visits.</p> <p>May assist with break time supervision including facilitating games and activities.</p>
<b>Personal and welfare support</b>	<p>May assist pupils with dressing, hygiene and eating whilst encouraging independence.</p> <p>Supporting pupils emotional and social well-being, reporting any problems to the teacher.</p>
<b>Systems, policies and procedures</b>	<p>Contribute to maintaining a safe environment.</p> <p>Responsible for the careful and safe use of equipment.</p>
<b>Team involvement</b>	<p>May demonstrate own duties to new or less experienced staff.</p> <p>May support the work of volunteers and other teaching assistants in the classroom.</p>
<b>Building professional relationships</b>	<p>Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.</p> <p>Exchanges information with staff and parents/carers.</p>

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<b>Record keeping and information management</b>	<p>Providing feedback to the teacher on pupil progress and behaviour.</p> <p>Support the teacher in monitoring, accessing and recording pupil progress under the guidance of the teacher.</p>
<b>Problem solving and decision making</b>	<p>There is a need to interpret information or situations and to solve straight forward problems/make minor decisions.</p>
<b>Knowledge, skills and experience</b>	<p>GCSE Equivalent in English and Mathematics.</p> <p>NVQ level 2 in related area or equivalent or equivalent experience, with level 3 being desirable.</p> <p>IT and keyboard skills.</p> <p>Curriculum knowledge and experience to support and lead learning activities.</p> <p>Knowledge and compliance with policies and procedures relevant to health and safety and child protection.</p>
<b>Physical demands and working conditions</b>	<p>May be required to stand for long periods and or work in awkward positions e.g. low chairs.</p> <p>Some exposure to unpleasant conditions e.g. noise, outdoor working.</p>