



Teaching Assistant L2b Job Description

Post:	Teaching Assistant Level 2b
Fixed Term or Permanent:	1 Year fixed-term
Responsible to:	Assistant SENDCO
Grade & Range:	Grade 5 (SCP 6-11)
Weekly Hours:	30 hours per week to be worked 8.30am to 3.20pm
Date & Hours of Work:	Monday to Friday from 08:30 to 15:20 with a 50 minutes unpaid lunch break
Working Weeks:	38 (Term-time only)
Pro Rata Annual Leave, including public holidays and statutory days:	6.09
Paid Weeks:	44.09
FTE Salary Range:	£25,989 - £28,142 (Pay award pending)
Actual Salary Range:	£17,818 – £19,294 (Pay award pending)
Start Date:	1 st September 2026

Purpose of role:

Under the general supervision and direction of the class teacher or SENDCO, to support the planning and implementation of learning activities for individuals and groups. To monitor pupil progress, provide feedback to the class teacher and establish supportive and constructive relationships with pupils and staff. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable

Role of a teaching assistant level 2B:

1. Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils
- To undertake activities in order to monitor the personal social and emotional needs of pupils
- To develop positive relationships with pupils to promote pupil progress and attainment
- To assist in the devising of pupils' individual targets and their monitoring and review
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas
- 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
- To supervise and lead small groups of pupils or individual pupils who need specific intervention





2. Support for the Teacher

- To monitor and record pupil progress and developmental needs
- To produce relevant classroom resources
- To undertake classroom administrative tasks including the maintenance of records
- To assist in pupil supervision and assist in the management of pupil behaviour
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable
- 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
- To assist with the arrangements for out of school learning activities including the administration of 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.

3. 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, carers 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.

4. Support for the Curriculum

- To assist the delivery of educational and developmental work programmes
- To support the use of ICT in learning activities.

General Duties:

Individual roles and responsibilities are assigned below; however, the academy exists as an entity and to ensure effectiveness it will be crucial to understand that all areas of work and responsibility are interrelated and interdependent. Members of the school leadership will have an overarching duty to work closely with other leaders and not be independent of them.

- To ensure that GDPR principles are applied in all areas of work.
- To work flexibly as part of the team to meet any emergencies that may arise
- Promote the safeguarding of all pupils in the school.
- 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.
- 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.
- All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.

It is the Academy's intention that this job description is seen as a guide to the major areas and duties for which the Teacher of Science is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.





Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 2 (grade C or above or equivalent) qualification in English/Literacy and Mathematics/Numeracy 	<ul style="list-style-type: none"> • NVQ level 2 or above qualification – appropriate to the post (or equivalent)
Experience	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age 	<ul style="list-style-type: none"> • Experience of working in a relevant classroom/service environment • Experience of administrative work • Experience of supporting pupils with challenging behaviour • Experience of particular SEND specialism such as sensory impairment, hearing impairment, ASC, EAL
Knowledge / Skills / Abilities	<ul style="list-style-type: none"> • Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard • Ability to relate well to children • Ability to work as part of a team • Good communication skills • Ability to supervise and assist pupils • Time management skills • Organisational skills • Knowledge of the concept of confidentiality • Good numeracy and literacy skills • Flexible attitude to work 	<ul style="list-style-type: none"> • Specific SEND skills in the areas shown above under the heading Experience • Knowledge of classroom roles and responsibilities • First Aid Certificate • Administrative skills • Knowledge of Early Years Foundation Stage • Ability to make effective use of ICT
Personal Qualities	<ul style="list-style-type: none"> • Commitment to undertake in-service development • Commitment to safeguarding and protecting the welfare of children and young people 	

Safeguarding:

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The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

