December 2025

BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Teaching Assistant Level 2	Section/Location: Education
School: Wildridings Primary School	Grade/Salary Range: Grade J (SCP 3-6)
TL2	Working Pattern: Full-time or part-time

JOB PURPOSE

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Works under the direction of the teacher or member of the Senior Leadership Team.

MAIN DUTIES AND RESPONSIBILITIES

Key duties:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Assist in the development of individual development plans for pupils (such as Individual educational plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support children's learning through play
- Support pupils in developing and implementing their own personal and social development
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Where appropriate, work with pupils not working to the normal timetable.
- Monitor and manage stock and supplies for the classroom.
- Actively support the schools equal opportunity policies and ensure that all pupils have an

equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- Undertake any other similar duties as required.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Under direction the postholder will be responsible for the management of classroom resources the replenishment of materials, setting up of the classroom and ensuring the safety of the teaching environment.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

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PERSON SPECIFICATION

Job Title: Teaching Assistant Level 2	Section: Education
School: Wildridings Primary School	Grade/Salary Range: Grade J (SCP 3-6)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Good literacy/numeracy skills NVQ2 in teaching assistance or equivalent qualifications or experience First aid training	
Competence Summary (Knowledge, abilities, skills, experience)	Experience of working with or caring for children in a learning environment Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes. Knowledge of relevant policies and legislation. Able to deal with personal/hygiene needs of children and respond sensitively to pupils needs. Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance. Able to prepare and display necessary teaching/learning resources and materials. Able to use ICT to support learning and complete school administrative tasks. Able to relate to and communicate well with children and adults, motivate pupils to learn and respond sensitively and flexibly to children's competing demands Ability to undertake general administrative tasks	
Work-related Personal Requirements	Committed to equality of opportunity	
Other Work Requirements	Able to identify own training needs and actively seek learning opportunities and participate in training and development activities. Suitability to work with children.	

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