



## JOB DESCRIPTION

<b>POST</b>	TEACHING ASSISTANT L2
<b>GRADE</b>	BAND 14-17
<b>SALARY</b>	ACTUAL SALARY £25,800.74 (£28,624.00 FTE), TTO + 5 DAYS, 37 hours per week
<b>REPORTING TO</b>	HEADTEACHER / SENIOR LEAD / CLASS TEACHER
<b>JOB PURPOSE</b>	<p>To work under the direction of the head teacher or a designated teacher</p> <p>To assist with the care and welfare of children within the school and undertake work/care/support programmes to enable access to learning</p> <p>Duties will include assisting the teacher in the delivery of the curriculum and the management of pupils in the classroom. Work may be carried out in the classroom or outside the main teaching area</p>

### MAIN DUTIES/RESPONSIBILITIES

#### Support the Pupil by:

1. Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
2. Supervising and providing particular support for pupils, including those with special educational needs, ensuring safety and access to learning activities
3. Working to establish a supportive relationship with the children and parents concerned and interact with them according to their individual needs.
4. Encouraging pupils to interact with others and engage in activities led by the teacher
5. Setting challenging and demanding expectations and promote self-esteem and independence of pupils.
6. Assisting with the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
7. Promoting the inclusion and acceptance of all pupils.
8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

9. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

**Support the teacher by:**

1. Assisting teaching staff in the planning and delivery of work programmes for individuals and groups of children. These programmes may be delivered in a supervised or unsupervised capacity.
2. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
3. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
4. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and contribute to raising achievement.
5. Assisting the teaching staff in the smooth transition between educational phases.
6. Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
7. Providing detailed and regular feedback to the teacher on pupils' achievement, progress, problems etc.
8. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
9. Establishing constructive relationships with parents/carers.
10. Administering routine tests and undertake routine marking of pupils' work.
11. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

**Support the school by:**

1. Being aware of and complying with schools' policies and procedures, reporting any concerns to the appropriate person
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Being aware and support difference, ensuring all pupils have equal access to opportunities to learn and develop
4. Contribute to the overall work ethic/ethos/aims of the school
5. Attending and participating in relevant meetings as required.

6. Participating in training and other learning activities and performance development as required.
7. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
8. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
9. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
10. Carrying out any other duties of a similar nature related to this post that may be required in exceptional or emergency situations

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Academy.



**PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 2**

**POST NO.**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	NVQ Level 2 for Teaching Assistants, Child Care & Education (CACHE) or equivalent child care related qualification	AF/C	D1	NVQ Level 3 for Teaching Assistants, Child Care & Education (CACHE) or equivalent child care related qualification	AF/C
	E2	Mathematics and English (GCSE grade 4 / C or above) or equivalent	AF/C	D2	First Aid Qualification	AF/C
<b>Experience &amp; Knowledge</b>	E3	Recent work experience of working with children of relevant age in a teaching and learning environment	AF/I/R			
	E4	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF/I/R			
	E5	Experience of working with wide range of children including those with specific statements	AF/I/R			
	E6	General understanding of national curriculum/foundation	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E7	stage curriculum and other basic learning programmes strategies Experience of lesson / activity planning with a teacher	AF/I/R			
<b>Skills</b>	E8	Ability to communicate both orally and in writing with a range of different audiences	AF/I/R			
	E9	Ability to self evaluate learning needs and seek learning opportunities	I/R			
	E10	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	I/R			
	E11	Ability to work in a team and independently	I/R			
	E12	Effective use of ICT to support learning	AF/R			
<b>Personal Attributes</b>	E13	Ability to promote fairness and a positive role model to pupils	I/R			
	E14	Ability to form and maintain appropriate relationships and personal boundaries with	AF/I/R/D			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E15	children Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF/I/R/D			
	E16	The ability to communicate at ease with customers and provide advice in accurate spoken English	I			
	E17	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	CRB Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references