

JOB DESCRIPTION Teaching Assistant Level 2

SALARY SCALE: Grade 2 + SEN Allowance

1.0) JOB PURPOSE:

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2.0 DUTIES AND RESPONSIBILITIES:

2.1 SUPPORT FOR PUPILS:

- Support the activities of individuals or groups (including activities that are school/class based, external to school (visits) and swimming pool related)
- Participate in the education of children, including to their health and wellbeing.
- Support children with special needs (if appropriate to the focus of the role)
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - Dealing with the personal care needs of children where appropriate in line with the guidance of the Trust
 - Support for Gifted and Talented pupils

2.2 SUPPORT FOR THE TEACHER(S)

- Provide support for learning activities by Supporting the teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records
- Support literacy and numeracy activities in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the management of pupil behaviour by
 - Promoting school policies with regard to pupil behaviour
 - Supporting the implementation of strategies to manage pupil behaviour
- Undertake routine marking in line with school policy
- Provide clerical/admin. support, e.g., photocopying, collecting money, administer coursework

2.3 SUPPORT FOR THE SCHOOL

- Provide support to colleagues
- Develop own effectiveness in a support role

2.4 SUPPORT FOR THE CURRICULUM

- Support the use of information and communication technology in the classroom

2.5 WORK AS REQUIRED ACROSS THE CURRICULUM AND IN ALL KEY STAGES WITHIN THE SCHOOL AS APPROPRIATE TO THEIR TRAINING AND EXPERIENCE.

- 2.6 INDIVIDUALS HAVE A RESPONSIBILITY FOR PROMOTING AND SAFEGUARDING THE WELFARE OF CHILDREN AND YOUNG PEOPLE HE/SHE IS RESPONSIBLE FOR OR COMES INTO CONTACT WITH. ANY AREAS OF CONCERN MUST BE FLAGGED UP TO THE LINE MANAGER AND/OR THE DESIGNATED SAFEGUARDING LEAD IN A TIMELY MANNER**
- 2.7 TO ENSURE THEIR TASKS ARE CARRIED OUT WITH DUE REGARD TO HEALTH AND SAFETY PROCEDURES. ANY AREAS OF CONCERN MUST BE FLAGGED UP TO THE LINE MANAGER AND/OR THE DESIGNATED SAFEGUARDING LEAD IN A TIMELY MANNER**
- 2.8 ALL EMPLOYEES HAVE A DUTY TO REMOVE IMMEDIATE HAZARDS AND TO HIGHLIGHT ANY AREAS OF CONCERN AS SOON AS POSSIBLE**
- 2.9 TO PARTICIPATE IN APPROPRIATE PROFESSIONAL DEVELOPMENT INCLUDING ADHERING TO THE PRINCIPLE OF PERFORMANCE MANAGEMENT.**
- 2.10 TO ADHERE TO THE ETHOS OF THE SCHOOL**
- To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents' evenings
- 2.11 ANY OTHER DUTIES AS COMMENSURATE WITHIN THE GRADE AND NATURE OF THE POST IN ORDER TO ENSURE THE SMOOTH RUNNING OF THE SCHOOL**

3.0 LEVEL OF SUPERVISION:

- Left to work within established guidelines subject to scrutiny by designated supervisor/Teacher

4.0 SPECIAL CONDITIONS:

- Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed
- Postholders may be expected to work across multiple sites

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school and the development needs of the member of staff.

Forward Education Trust is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must promote this ethos. Enhanced DBS clearance is required for this post. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

PERSONAL SPECIFICATION

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Method of Assessment (M.O.A.): AF = Application Form; I = Interview; T = Test or Exercise; P = Presentation

| CRITERIA | ESSENTIAL | M.O.A. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------|
| EXPERIENCE (Relevant work and other experience) | Experience of working with children | AF/I |
| | Some experience of supporting children in Literacy, | AF/I |
| | Numeracy and working with SEN groups and individuals | AF/I |
| | Some experience of using ICT effectively | AF/I |
| | Knowledge of policies and codes of practice/legislation | AF/I |
| SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public) | A good understanding of child development and learning processes | AF/I |
| | The ability to follow instructions from the teacher and also be able to work independently | AF/I |
| | To make effective contributions to the team as appropriate | AF/I |
| | The experience of and the ability to deal positively with children and parents | AF/I |
| | The ability to manage behaviour effectively | AF/I |
| | The ability to implement assessment for learning under the guidance of the teacher | AF/I |
| | Some knowledge of SEN Code of Practice | AF/I |
| | Understanding the language and other communication skills that pupils can understand and relate to | AF/I |
| | Show initiative and work independently | AF/I |
| This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role. | AF/I | |
| TRAINING | Willingness to participate in further training and developmental opportunities offered by the school and Trust to further knowledge. | AF/I |
| | Its is expected that the postholder will keep their skills and knowledge up to date and relevant | AF/I |
| EDUCATION/ QUALIFICATIONS | NVQ Level 2 qualification | AF/I |
| | Good numeracy and literacy skills | AF/I |
| | Good ICT skills | AF/I |
| OTHER | A flexible and positive attitude | AF/I |
| | Competent and organised | AF/I |
| | Patient | AF/I |
| | Enjoy working with children | AF/I |

All staff are expected to understand and be committed to equal opportunities in employment and service delivery and to comply with safeguarding policies and procedures at all times