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**Job Description**

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| **Job Title:** | Teaching Assistant Level 2 |
| **Location:** | Ainthorpe Primary School |
| **Job Purposes:** | To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. |
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| **Background:** | **The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/ Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.** |
| **Reporting To:** | SENCo |
| **Salary:** |  |
| **Key Responsibilities****Key Duties and Responsibilities**Ainthorpe Primary is looking for an energetic teaching assistant to provide classroom and one to one support to children with various needs.**SUPPORT FOR PUPILS*** Establishes constructive relationships with the pupils and interacts with them according to individual need.
* Promote structure have good behavior management
* Promotes the inclusion and acceptance of all pupils.
* Encourages pupils to interact with others and engage in activities led by the teacher.
* Sets challenging and demanding expectations and promotes self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
* Accompany the children to other sites/settings as and when required.
* Supports pupils in a whole class environment or on a one to one basis.

**SUPPORT FOR TEACHERS*** Creates and maintains a purposeful, orderly and supportive environment, in accordance with lesson plans and assists with the display of pupils’ work.
* Uses strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Assists with the planning of learning activities.
* Monitors pupils’ responses to learning activities and accurately records achievement/progress as directed.
* Provides detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc.
* Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Participates in discussions with parents/carers under the general direction of a teacher.
* Administers routine tests and invigilates exams and undertake routine marking of pupils’ work.
* Provides clerical/admin. Support e.g. photocopying, typing, filing, money, administer coursework etc.

 **SUPPORT FOR THE CURRICULUM*** Undertakes structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Undertakes programmes linked to local and national learning strategies e.g. literacy, numeracy, KS2, early years recording achievement and progress and feeding back to the teacher.
* Supports the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepares, maintains and use equipment/resources required to meet the lesson plans/relevant learning activity and assists pupils in their use.

 **SUPPORT FOR THE SCHOOL*** Lunch duty cover
* Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contributes to the overall ethos/work/aims of the school.
* Appreciates and supports the role of other professionals.
* Participates in training and other learning activities and performance development as required and attends and participates in relevant meetings as required.
* Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
* Accompanies teaching staff and pupils on visits, trips and out of school activities as required and takes responsibility for a group under the supervision of the teacher.

**GENERAL:*** The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
* The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
* The post holder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.
* To promote the School’s Equal Opportunity Employment Policy.
* The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder’s responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the schools Safety Policy and Programme. Specific details are outlined in the Departmental Safety Policy.
* Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

The school has a strong commitment to developing a positive culture of high standards, expectations, achievements and meeting individual pupil needs and aspirations.Teaching Assistants play a key role in the delivery of broad based and relevant curriculum to meet individual pupil needs. |

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| **Person Specification****Qualifications and Professional Development**Essential* NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
* GCSE Grade A – C English and Maths

Desirable* First aid training/training as appropriate.
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**Knowledge, Skills and Competencies**

Essential

* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Motivation to work with children and young people.
* Good numeracy/literacy skills.

Desirable

* Training in the relevant learning strategies e.g. literacy.
* Effective use of ICT to support learning.
* Use of other equipment technology – video, photocopier.

**Experience**

Essential

* Experience of working with or caring for children of relevant age.
* Effective use of ICT to support learning
* General understanding of national/foundation stage curriculum and other basic learning programmes/strategies

Desirable

* Understanding of relevant polices/codes of practice and awareness of relevant legislation.
* Experience of working with children with special educational needs.

**INTERPERSONAL/ COMMUNICATION SKILLS**

Essential

* Caring/training/communication/persuasive/motivating/counselling skills.
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these