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| **JOB DESCRIPTION** |  |

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| **School:** The Castle School | **Grade: C****Salary Range: C3-5** |
| **Job Title:** Teaching Assistant Level 2 | **Responsible to: Class Teacher/ Head Teacher**  |
| **JOB PURPOSE** |
| * To provide practical support to the teacher/other teaching assistants and pupils
* To consistently promote positive values, attitudes and behaviour
* To ensure the safety and welfare of all pupils in line with our safeguarding policy
* To support pupils in their learning and development in small groups or with individual pupils as directed
* To help raise standards of achievement for all pupils
* To encourage the social and emotional development of pupils
* To encourage pupils to participate in all aspects of school life
* To help pupils to become more independent
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| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Working under the direction and supervision of a qualified teacher or Teaching Assistant:****Planning & Expectations****Working within schools policies and procedures to:*** Promote equal opportunities for all pupils
* To contribute to discussions, with the teacher, on the development of work programmes, work activities and support programmes for pupils
* Contribute to the preparation of teaching resources and materials
* Provide feedback to pupils and the teacher
* To notify the designated lead for safeguarding of any concerns about pupils as they occur
* To follow the school code of conduct at all times

**Teaching & Learning Activities*** Communicate effectively and sensitively with pupils to support their learning
* Promote and support the inclusion of all pupils in the learning activities in which they are involved
* Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
* To assist with the supervision of, and encourage good behaviour amongst, pupils
* Manage safely the teaching space and resources within the school
* To work with individuals or small groups under the supervision of the teacher

Professional Values & Practice* Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
* Respect pupils’ social, cultural, linguistic, religious and ethnic backgrounds
* Be committed to raising the educational achievement of pupils
* Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
* Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
* Work collaboratively with colleagues
* Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
* To work with individuals or small groups under the supervision of the teacher

General* To maintain a safe environment for pupils, staff and visitors to the school
* Supervise pupils off site on school trips and other external visits
* To provide welfare support for pupils

Additional Duties**Any other duties, which reasonably fall within the purpose of the post, and which, may be allocated by the Teacher/TA. This may include:*** Collecting money
* Chasing absences
* Administer medication and other medical procedures after appropriate training has been given
* Preparing class lists
* Record keeping and filing
* Produce classroom displays
* Stock taking
* Support to incoming pupils on work experience placements at the school
* Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance
* Analysing attendance figures
* Supervise during the lunch break
* Collate pupil reports
* Administering and invigilating examinations
* Prepared to work in all areas of the school (as workload dictates) under the direction of the management.
* Any other duties as directed by the teacher
* that is commensurate with the responsibilities of the role. This might include assisting children with personal cleanliness, dressing and undressing as appropriate
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| **SCOPE OF JOB (Budgetary/Resource control, Impact)**  |
| No direct budgetary responsibility |
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**PERSON SPECIFICATION**

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| **Job Title: Teaching Assistant Level 2** | **School: The Castle School**  |
| **Reports to: Class Teacher**  | **Location: Newbury, West Berkshire Council** |

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| **Key Criteria**  | **E/D** | **Context** |
| Qualifications and Experience * Relevant qualifications to include either GCSE English and Maths grades A to C or sub level 2 vocational qualification
* Experience of working with children with special needs
* Qualified First Aider
 | **E****D****D** | * The QCF level provides key guidance and training on working with children that is necessary for this role
* All pupils within the school have SEN and experience of this is always encouraged
* A qualified first aider is always useful within the school environment
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| Knowledge* Knowledge of the Early Year’s curriculum or National Curriculum
* Understanding of the child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities
* Knowledge of the key factors that can affect the way a child learns
* Awareness of and willing to promote the school’s social inclusion policies and practises
 | **D****E****E****E** | * To be able to confidently assist with the lessons and group sessions
* It is essential that all staff are aware of child protection and bullying issues to ensure the safety of all pupils
* Working at an appropriate level and pace to allow pupils to make maximum progress
* To be able to ensure that all pupils are included as part of the school
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| Skills and Abilities* Sound literacy and numeracy skills
* Ability to make use of ICT to support pupils’ learning
* Able to confidenty and competently apply knowledge and skills acquired from training into practical classroom context
* Good planning and organisational skills
* Ability to motivate and encourage pupils
 | **E****E****E****E****E** | * To be able to feedback to parents and teachers about the progress of a child
* To be able to work inclusively with everyone
* To ensure the children you work with in school, gain as much as they can from each task
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| Work Related Personal Qualities * Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs
* Professionally discreet and able to respect confidentiality
* Flexible approach to tasks
* Confident and able to use own initiative
* Willingness to work as part of a team
* Willingness to promote social inclusion policies and practices
* Able to form effective relationships with colleagues and students, understand professional boundaries and demonstrate suitability to work with pupils
 | **E****E****E****E****E****E****E** | * At times there may be confidential discussions about children and their families that you are involved in, to better understand your role
* Flexibility around the school may be required at any time
* Working with other members of staff at all levels is a key requirement of the role to ensure the school runs smoothly
* To ensure the post holder is able to demonstrate the appropriate suitability to work with children
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| Other Work Related Qualities* Suitability to work with children
* DBS check
* Patient and resilient
* Willing to attend training, including behaviour management training and implement actions
* Able to manage the physical aspects of working with children with SEN (such as floor work, manual handling, standing for prolonged periods and toileting and changing)
 | **E****E****E****E****E** | * To ensure the post holder is able to demonstrate the appropriate suitability to work with children
* The post holder will need to ensure that they are up to date with any necessary training for the role
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