

JOB DESCRIPTION

| | |
|---|---|
| Authority: | Department/Division: Children & Young People |
| Post Reference No: | Location: |
| Job Title: Level 2 Teaching Assistant Teaching Assistant (SEN) | Grade/Salary Range: To be evaluated |

JOB PURPOSE

- To provide learning support for pupils in class and 1:1 situations
- To consistently promote positive values, attitudes and behaviour
- To support pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
- To help raise standards of achievement for all pupils
- To aid access to the full range of experiences to enable the pupil to participate in all aspects of school life
- To encourage the social and emotional development of pupils
- To help pupils to become more independent
- To develop knowledge of the particular needs of the child and seek advice from the SENDCo, Classroom Teacher and outside agencies as required.
- To provide regular feedback to the SENDCo and Classroom Teacher about the child's progress and barriers to learning.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Classroom Teacher and/or HLTA (day-to-day activities)
To be responsible to the Head Teacher (overall pattern of work)

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher or Higher Level Teaching Assistant or Higher Level Nursery Nurse

Planning & Expectations

Working within schools policies and procedures to:

- Promote equal opportunities for all pupils
- To contribute to discussions, with the teacher and HLTA, on the development of work programmes, work activities and support programmes for pupils
- Contribute to the preparation of modified teaching resources/materials
- Provide feedback to pupils and the teacher

Monitoring & Assessment

- Support teachers in evaluating pupil's progress
- Monitor pupils responses to learning and provide feedback
- Contribute to maintaining records of pupils progress

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

- Encourage good behaviour in line with the school's policy and procedures
- Respond to equal opportunities issues as they arise by challenging bullying and harassment and reporting to the teacher/HLTA as necessary
- To assist with the supervision of, and encourage good behaviour amongst, pupils
- Safely manage the learning activities, the teaching space and resources in the school

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 when necessary
- To work 1:1 or within small groups under the supervision of the teacher
- To maintain confidentiality and sensitivity to the pupils needs.

General

- Maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- 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 SENDCo/Teacher/HLTA. This may include:

- Collecting money
- Chasing absences
- 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
- Collate pupil reports
- Any other duties as directed by the teacher/HLTA that are commensurate with the responsibilities of the role. For Teaching Assistants working in primary schools this might include assisting children with personal cleanliness, dressing and undressing as appropriate

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

DRAFT PERSON SPECIFICATION

| | |
|--|-----------------------------|
| Job Title: Teaching Assistant – level 2 | Department/Division: |
| Authority: | Post Reference No: |

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|--|--|
| Qualifications And Training | <ul style="list-style-type: none"> • At least Grade C or equivalent in Maths & English at GCSE level • Has a minimum of 1 years experience in a school | <ul style="list-style-type: none"> • Holds or is working towards a relevant NVQ at level 2 |
| Competence Summary (Knowledge, abilities, skills, experience) | <ul style="list-style-type: none"> • Good organisational ability • Able to communicate effectively with children, parents and other staff • Able to motivate and encourage pupils • Awareness of child protection and bullying issues • Awareness of, and ability to promote, the school's social inclusion policies and practices | <ul style="list-style-type: none"> • Experience of working with children with special needs • Knowledge of strategies for working with children with Autism Spectrum Condition |
| Work-related Personal Requirements | <ul style="list-style-type: none"> • 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 • Firm, sensitive and effective approach towards pupil discipline • Willing to work as part of a team | |
| Other Work Requirements | <ul style="list-style-type: none"> • Patient and resilient | |