

The Spinney Primary School
Job Description & Person Specification
Teaching Assistant Level 2

Post Title

Job Title	Teaching Assistant Level 2
Department/Phase	Teaching Support
Responsible to	SENDCo/Deputy Headteacher/Headteacher
Type of Position	Permanent / 39 weeks
Level and Scale Point	Scale 2 NJC Points 5-6

The Spinney Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Purpose:

- Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.
- To provide in class support

Main Duties / Responsibilities

Support for Children

- Undertake structured and agreed learning activities / teaching programs, adjusting activities according to pupil responses.
- Undertake programs linked to local and national learning strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain, and use equipment/ resources required to meet lesson plans / relevant learning activities and assist pupils in their use.

Support for the Curriculum

- Liaise with individual departments to offer help and support with the preparation of resources, displays, filing, admin etc as/when required.
- Attend and actively participate in staff meetings and training days
- May assist with the invigilation of examinations when requested.
- Contribute to the maintenance of a safe, clean, and healthy school environment.
- Develop and maintain effective working relationships with other members of staff.
- Contribute to, support, and participate in school events and activities.

Support for the Teacher

- To create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the Teacher to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievements / progress as directed.
- Provide detailed and regular feedback to Teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with Parents / Carers.
- Administer routine tests, invigilate exams, and undertake routine marking of pupils' work.

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

Support for the School

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Teacher.
- To be a professional role-model, set high standards and have high expectations.

Professional Development

- Develop skills and knowledge by attending courses, workshops, and meetings.

General

- Ensure all duties and responsibilities are discharged in accordance with the schools Health and Safety Policy.
- Ensure all duties and responsibilities are discharge in line with General Data Protection Regulations.
- Ensure all duties and responsibilities are discharged with due regard for safeguarding and promoting the welfare of children and following the child protection procedures adopted by School and Local Authority.
- Ensure equal opportunities for all by adhering to the school's policy and challenging prejudice.
- Ensure a high level of confidentiality is maintained in all aspects of work.
- Maintain excellent public relations.
- To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

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Level 2 Teaching Assistant Person Specification

CRITERIA	ESSENTIAL/DESIRABLE	EVIDENCE
Safeguarding		
Ability to safeguard and promote the welfare of children and young people, has a good understanding of the safeguarding agenda and can show a personal commitment to safeguarding.	E	Application/Reference/Interview
Qualifications and Experience		
Experience of working in a Primary School environment	D	Application/Interview
Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools,	D	Application/Interview
GCSEs at grades 9 to 4 (A* to C) including English and maths	E	Application/Interview
Experience of working with children		
Experience of planning and leading teaching and learning activities	D	Application/Reference/Interview
Skills and Knowledge		
Good literacy and numeracy skills	E	Application/Interview
Good organisational skills	E	Application/Interview
Ability to build effective working relationships with pupils and adults	E	Application/Interview
Skills and expertise in understanding the needs of all pupils	E	Application/Interview
Knowledge of how to help adapt and deliver support to meet individual needs	E	Application/Interview
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	E	Application/Interview
Excellent verbal communication skills	E	Application/Interview
Active listening skills	E	Application/Interview
The ability to remain calm in stressful situations	E	Application/Interview
Knowledge of guidance and requirements around safeguarding children	E	Application/Interview
Good ICT skills, particularly using ICT to support learning	E	Application/Interview
Understanding of roles and responsibilities within the classroom and whole school context	E	Application/Interview
Committed to promoting high quality and consistent practices.	E	Application/Interview
Personal Qualities		
Enjoyment of working with children	E	Application/Interview
Sensitivity and understanding, to help build good relationships with pupils	E	Application/Interview
A commitment to upholding the school's vision and values	E	Application/Interview
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	Application/Interview
Commitment to always maintaining confidentiality	E	Application/Interview
Commitment to safeguarding pupil's wellbeing and equality	E	Application/Interview

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.