

# INVICTUS

Education Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Level 2 Teaching Assistant
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<b>DEPARTMENT:</b>	The Crestwood School
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<b>SALARY RANGE:</b>	Grade 3
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<b>REPORTING TO:</b>	Assistant Headteacher / SENDCo
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<b>LIAISING WITH:</b>	Headteacher, Senior Leadership Team, teaching/support staff, outside agencies.
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<b>Main purpose:</b>	<ul style="list-style-type: none"> <li>• To undertake work/care/support programmes, enabling access to learning.</li> <li>• To assist teachers in the management of students within the classroom.</li> <li>• To support teaching staff in the development and education of students.</li> <li>• To support the deliverance of specialist provisions.</li> <li>• To support both the academic and emotional development of students.</li> <li>• To support with the school library/HUB</li> </ul>
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### MAIN DUTIES:

<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Support the activities of individuals or groups of students within the classroom.</li> <li>• Maintain student interests and motivation.</li> <li>• Support the deliverance of tailored strategies to assist students who have SEND.</li> <li>• Assist students in meeting the outcomes of their educational health care plans.</li> <li>• Provide support for learning by making a contribution in class discussion/activities.</li> <li>• Make a positive contribution to organising effective learning environments.</li> <li>• Establish good relationships with students/parent/carers.</li> <li>• Deliver, monitor and evaluate keyworker sessions.</li> <li>• Monitor and observe student participation, providing feedback to teachers/SENCO.</li> <li>• Create and maintain department/student resources.</li> <li>• Administer and invigilate routine exams/assessments.</li> <li>• Complete and maintain department admin.</li> <li>• Liaise effectively with teaching staff to understand lesson aims and focus support.</li> <li>• Ensure awareness of student needs in relation to the Code of Practice and develop independent strategies to support effectively.</li> <li>• Be a visible presence within the school, particularly partaking in 'meet and greet'.</li> <li>• Assist department planning of focused interventions.</li> <li>• Promote punctuality/attendance by setting a precedence to students.</li> <li>• Monitor and support vulnerable students within class relating to their engagement and</li> </ul>
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	<p>wellbeing.</p> <ul style="list-style-type: none"> <li>• Provide student feedback, at the request of your line manager, for Annual Reviews, PEPs, and the Assess, Plan, Do, Review process.</li> <li>• Attend meetings, at the request of your line manager, relating to student needs.</li> <li>• Adhere to safeguarding procedures and paying attention to the vulnerabilities of students.</li> <li>• Maintain upkeep of the department with engaging displays and resources.</li> <li>• Ensure that relevant school policies are understood and adhered to.</li> <li>• Liaise weekly with your line manager regarding student feedback.</li> <li>• Partake in regular departmental meetings.</li> </ul>
<b>Staffing and Resources</b>	<ul style="list-style-type: none"> <li>• Positively engage in appraisal reviews</li> <li>• Work effectively with external agencies.</li> <li>• Secure learning opportunities with the students to promote community cohesion.</li> <li>• Promote school activities, helping to develop student/community involvement.</li> <li>• Be a professional advocate for the school in all contexts.</li> </ul>
<b>Other professional requirements:</b>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend Governance meetings as and when required</li> <li>• Actively engage in the Trust's appraisal process</li> <li>• Take part in the Trust's staff development programme</li> <li>• Attend and contribute to meetings</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> <li>• Take part in Trust events as directed by the CEO</li> </ul>
<b>Other Specific Duties</b>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the Trust community, to support its vision, mission and values</li> <li>• Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</li> <li>• Be courteous to colleagues and be welcoming to visitors</li> <li>• Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate</li> </ul> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
<b>Support for the Trust</b>	
<ul style="list-style-type: none"> <li>• To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection</li> <li>• Comply with the Trust's dress code</li> <li>• Attend and participate in meetings as required</li> <li>• Participate in training, other learning activities and appraisal as required</li> <li>• Recognise own strengths and areas of expertise and use those to advise and support others</li> <li>• It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.</li> </ul>	
<b>Safeguarding Requirements</b>	

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Grade C GCSE/equivalent in English and Maths (L2 Key Skills accepted).</p> <p>Teaching Assistant NVQ Level 2 or relevant equivalent.</p>	
Experience	<p>Experience of working with children and young people in an educational setting.</p> <p>Experience of working with children and young people to support them in overcoming barriers.</p> <p>Experience of supporting specialist interventions/strategies.</p> <p>Experience of undertaking administrative tasks as part of record keeping.</p>	
Skills and knowledge	<p>Maintain positive relationships with pupils and other adults.</p> <p>Effective communication and interpersonal skills.</p> <p>Organisational skills to manage time effectively.</p> <p>Communication skills to influence, persuade, motivate and engage with students.</p> <p>Work effectively and sensitively with these students.</p> <p>Can build effective working relationships.</p> <p>Can address sensitive matters with a caring approach.</p> <p>Ability to use ICT with confidence.</p> <p>Listening skills to support children, young people and their families.</p> <p>Knowledge and understanding of the SEND Code of Practice (2015).</p>	
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the Trust.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality.</p> <p>A strong work ethic</p>	

	Commitment to endorsing a positive working environment for all.	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust  To work occasionally out of school hours to partake in open days/trips.	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Level 2 Teaching Assistant		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	