**FIVE RIVERS MULTI ACADEMY TRUST**

**JOB DESCRIPTION / PERSON SPECIFICATION**

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| Post Title | **TEACHING ASSISTANT – LEVEL 2** |
| Grade | **Grade 3** |
| Responsible to | Principal |
| Responsible for |  |
| Purpose of job | To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.  |
| Normal base of work | Abbeyfield Primary Academy, Orphanage Road, Sheffield, S3 9AN – however there may be some requirement to work from other Five Rivers Trust sites as appropriate. |
| Safeguarding statement | Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997.This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice. An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000).The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks. |

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| The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust’s policies and within the framework of the Education Act 2002 and the School Standards |

##### MAIN DUTIES AND RESPONSIBILITIES

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| SUPPORT FOR PUPILS |
| 1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with pupils and interact with them according to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher
6. Set challenging and demanding expectations and promote self-esteem and independence
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
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| SUPPORT FOR THE TEACHER |
| 1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
3. Assist with the planning of learning activities
4. Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and invigilate exams and undertake routine marking of pupils’ work
9. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.
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| SUPPORT FOR THE CURRICULUM |
| 1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1 & 2, early years recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
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| SUPPORT FOR THE SCHOOL |
| 1. 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
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
8. 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
9. Any other related duties as may arise.
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**Person Specification**

**Post: Teaching Assistant – Level 2**

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| Minimum Essential | Method of Assessment |
| Skills /Knowledge |  |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation | Application Form, Interview |
| General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies | Application Form, Interview |
| Basic understanding of child development and learning  | Application Form, Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities | Application Form, Interview |
| Ability to relate well to children and adults | Application Form, Interview |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | Application Form, Interview |
| Effective use of ICT to support learning | Application Form, Interview |
| Use of other equipment technology – video, photocopier | Application Form, Interview |
| Has speaking and listening skills to extend language in discussion | Interview |
| Can manage the behaviour of pupils in a reasonable manner | Application Form, Interview |
| Has a caring positive attitude towards pupils welfare | Application Form, Interview |
| Has an awareness of pupils with special educational needs | Application Form, Interview |
| Can maintain trust and confidentiality where appropriate | Application Form, Interview |