Job Description

School: Ashbrook Junior School
Post Title: Teaching Assistant Level 2
Grade/Pay Range: Grade D point 7-12
Hours/weeks: 37 hours
Reporting to: Deputy Head
Department/Team: Support

Overall Purpose of Post

To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the appropriate Articles of Government.

To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate responses under the overall management and guidance of the class teacher.

To work independently in accordance within guidelines in order to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.

Activities undertaken by colleagues at this level would be monitored by the class teacher or more senior colleagues and the content of learning activities would be planned by the teacher/more senior staff, although there would be an expectation that the post holder would contribute to this process

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- Assist the class teacher in the planning and evaluation of teaching and learning activities.
- Provide support to individuals and groups on teacher planned activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.

- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.

SUPPORT FOR THE PUPIL

- Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Assist with the personal and intimate care of pupils.

SUPPORT FOR THE TEACHER

- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.
- Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- Escort and supervise pupils on educational visits and out of school activities

SUPPORT FOR THE CURRICULUM

- Support pupils in activities to develop their literacy and numeracy skills by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Prepare and effectively use ICT within the classroom environment to support and promote pupils' learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

SUPPORT FOR THE SCHOOL

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.
- Contribute to maintaining accurate pupil records following relevant procedure and ensuring confidentiality at all times.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.

- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Transform Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

Person Specification

Areas of responsibility	Requirements	Measurement				
		P	**A**	**T**	**I**	**D**
Qualifications	• Good standard of education especially with regard to literacy and numeracy skills.	✓	✓			✓
	• GCSE Maths and English grade C or equivalent	✓	✓			✓
	• Recognised Level 3 Teaching Assistant qualification	✓	✓			✓
Knowledge	• Knowledge and understanding of the statutory framework in subject areas and phases supported.		✓	✓	✓	
	• Knowledge of Teaching Assistants' contribution to raising standards by the promotion of independent learning.		✓	✓	✓	
	• Appreciation of the National Curriculum and how this is applied to planning, preparation and delivery of learning activities.		✓	✓	✓	
	• Knowledge and understanding of pupil assessment, progress, evaluation and reporting of attainment.		✓		✓	
	• Knowledge of stages of child development and individual needs.		✓		✓	
	• Knowledge of appropriate behaviour management practices		✓	✓	✓	
	• Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security		✓		✓	
	• Knowledge of safeguarding procedures and protocols.		✓		✓	
	• Ability to use resources and materials including ICT software and equipment		✓		✓	
Experience	• Experience of working within an education setting or equivalent.		✓		✓	
	• Direct experience of working with pupils to raise attainment through personal intervention		✓		✓	
	• Proven experience of working with children and young people, including children with individual needs and from a range of backgrounds.		✓		✓	
	• Innovative use of resources and materials including ICT software and equipment		✓		✓	
	• Relevant experience of building positive relationships with all stakeholders.		✓		✓	
	• Understanding the role of parents/carers and the wider community in education		✓		✓	

		P	A	T	I	D
Skills/Abilities	• Understanding and awareness of individual needs and ability to adjust communication methods accordingly.		✓		✓	
	• Developed communication skills, both orally and in writing		✓		✓	
	• Ability to contribute to the management of pupil behaviour		✓	✓	✓	
	• Ability to establish positive relationships with pupils, families and colleagues.		✓		✓	
	• Awareness of techniques necessary to support individual learning needs and development.		✓		✓	
	• Initiative in dealing with day to day issues		✓		✓	
	• Ability to contribute to the planning and delivery of learning activities		✓		✓	
	• Skills to support the effective use of ICT in the classroom.		✓		✓	
	• Ability to organise classroom resources		✓		✓	
	• Contribute to maintaining pupil records.		✓		✓	
Personal qualities	• A diplomatic and patient approach		✓		✓	
	• Efficient and meticulous in organisation		✓		✓	
	• Commitment to inclusive education		✓		✓	
	• Able to work flexibly, adopt a hands on approach and respond to unplanned situations		✓		✓	
	• Ability to evaluate own development needs and those of others and to address them		✓		✓	
	• Ability to work in accordance with the school's policies including health and safety and safeguarding policies		✓		✓	
Work Related Circumstances	• Must be willing to undertake training as required		✓		✓	
	• Must ensure confidentiality in respect of pupils and information.		✓		✓	
	• Commitment to the highest standards of child protection and safeguarding		✓		✓	
	• Recognition of the importance of personal responsibility for health and safety		✓		✓	
	• Commitment to the Trust's ethos, aims and whole community.		✓		✓	

P: Pre-application   A: Application   T: Test   I: Interview   D: Documentary evidence

Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks