



## Job Description and Person Specification



Level 2 Teaching Assistant.

Grade 3, SCPs 6 - 11

Term time plus 1 week

32 hours 30 minutes per week; 8:30am – 3:30pm, Monday – Friday

### PURPOSE OF POST

To work under the direct instruction of teaching/senior staff and in the classroom with a teacher to support access to learning for pupils and provide general support to teachers in the management of pupils and the classroom.

### Reporting To

The Headteacher

### KEY TASKS

#### Support for pupils

1. Provide support for pupils special educational/health needs, providing care and encouragement, ensuring their safety and access to learning, supporting the safeguarding of children and encouraging positive behaviour.
2. Promote self-esteem and encourage pupils to act independently as appropriate.
3. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.
4. Promote the inclusion and acceptance of all pupils.
5. To assist and encourage pupils in self-help and self-care engaged in toileting, changing and training all pupils requiring this type of care.
6. Attend to pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
7. Establish good relationships with pupils acting as a role model and being aware of and responding to individual needs.
8. Assist the teacher to supervise and support pupils ensuring their safety and access to learning in the classroom.
9. Encourage pupils to interact and engage in activities led by the teacher.
10. Contribute to the moving and handling of children safely.
11. Support individuals during therapy sessions.

#### Support for the Teacher

12. Support the teacher in planned learning activities.
13. Assisting with the display of pupils' work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards.



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14. Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use.
15. Maintenance of basic pupil record keeping as necessary and gather/report information from/to parents/carers as directed.
16. Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
17. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
18. Prepare, monitor and maintain the learning environment.
19. Maintain working relationships with colleagues and develop effectiveness in a support role.

### Standard Duties

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and ethos of the school.
4. Implement and uphold all policies, procedures and codes of practice of the school.
5. Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
7. Undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**



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Level 2 Teaching Assistant	Essential / Desirable	Application Interview Test
<b>Education &amp; Qualifications</b>		
GCSE Maths and English or equivalent	E	A
Hold a Teaching Assistant qualification or equivalent	D	A
Willingness to gain first aid qualification	E	A
<b>Experience</b>		
Experience of working with and / or caring for children	E	A / I
Experience of working with and / or caring for children in an education setting	E	A / I
<b>Skills &amp; Abilities</b>		
Ability to work effectively within a team environment	E	A / I
Ability to build effective working relationships and communicate sensitively with all pupils and colleagues	E	A/I/T
Ability to promote a positive ethos and role model positive attributes		
Good personal numeracy and literacy skills		
Understanding of basic technology including computers, Ipads, photocopiers		
Basic awareness of inclusion, especially within a school setting		
Have an understanding of classroom roles and responsibilities	E	A/I
Knowledge and understanding of how ICT can support learning		
Have ability to provide clerical/admin support to the Teacher		
<b>Personal</b>		
Commitment to safeguarding and promoting the welfare of children	E	A / I
Commitment to working with confidentiality and discretion		
Understanding of equal opportunities and inclusion, and how they apply in a school setting		
Support the Christian ethos of the school	E	I



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Professional resilience and a positive approach		
Ability to work flexibly including responding to pressure points and attend occasional evening meetings and events where necessary		

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview