

JOB DESCRIPTION

School: St Michael's Primary	Department/Division: Education & Community Services
Post Reference No:	Location: St. Michael's Primary School
Job Title: TEACHING ASSISTANT LEVEL 2	Grade/Salary Range: RG3m SCP 5-11 Above the gateway 11 -22 Job evaluation code: T1184 July 2016

JOB PURPOSE

LEVEL 2 - To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to Class Teacher.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Support school expectations and promote self-esteem and independence
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed

SUPPORT FOR TEACHERS

- 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.
- Share feedback verbally from group work and observations to support future planning.
- Monitor pupils' responses to learning activities and record observations
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- 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
- Establish constructive relationships with parents/carers
- Administer tests with children who need additional support.
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- 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 the lesson plans/relevant learning activity and assist pupils in their use

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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and 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 lunchtime
- 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 carry out any appropriate activity instructed by the head teacher.

Gateway Criteria - SCP 11-22

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Communicate with other agencies/professionals, in liaison with teacher, to support achievement and progress of pupils
- Contribute to and initiate agreed learning activities making use of other learning activities to support the development of literacy and numeracy skills
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Makes decisions about own work supporting pupils and refers more complex decisions to senior staff

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post ? : Enhanced without a check of the barring list(s)

*Enhanced with a check of the barring list(s)

If *, does the post require a check against the list of people barred from working with vulnerable adults? NO

If *, does the post require a check against the list of people barred from working with children? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified

Please specify below any other Statutory Duties and/or responsibilities of this post not already

covered in the 'Main Duties and Responsibilities' above

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budget responsibilities.

PERSON SPECIFICATION



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Qualifications/Education/Training:

Good basic education to GCSE level C in literacy and numeracy, or the equivalent.

A relevant qualification in or working towards Childcare and or Education For example:

Level 2 Diploma in Childcare Education (formerly known as NNEB Diploma in Nursery Nursing)
NVQ Level 4 Childcare in Education, City & Guilds Advanced Certificate in Learning Support.
Two Years minimum satisfactory experience as a TA with evidence of INSET undertaken.

Experience

2 years minimum of working with or caring for children of relevant age.

Knowledge, Skills and Abilities

The Level 2 TA should have knowledge and understanding of:

- how children develop;
- how to support children in literacy and numeracy;
- supporting children with Special Educational Needs;
- How children learn and how to motivate them.
- reinforce teaching points during teacher input;
- clear up misunderstandings and sort out misconceptions;
- teach new concepts as agreed with the class teacher;
- model acceptable behaviour;
- provide strategies for spelling, reading, number skills;
- extend children's thinking skills;
- assess children's understanding of text and reading skills;
- assess children's understanding of maths concepts;
- discuss with children their understanding of learning objectives;
- suggest ways of developing learning;
- encourage good social skills;
- update assessments and Individual Education Programmes;
- liaise with the SENCO and outside agencies;
- take an active involvement in medium-term planning.

Characteristics

- Calmness
- Confidentiality
- Empathy
- Enthusiasm
- Flexibility
- Initiative