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| Job Description  Job Title: Teaching Assistant Level 2 |

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| **Accountable to:** | Assistant Headteacher (SENCO) | **Line Managing:** | N/A |
| **Post type:** | Part Time 32.5 hours per week (39 weeks, term time only plus teacher training days | **Salary/Grade:** | Band F SCP:7-10  Actual Salary: £15,047.98- £16,288.25 |
| **Liaising with:** | Teaching staff, Parents/Carers. | | |

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| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims and expectations of the school * Support and contribute to the achievement of every child’s outcomes * Support and contribute to the safeguarding of all students * Undertake professional development activities to enhance personal development and performance * Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff. |

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| **Broad Description** |
| * Working under the overall supervision of the responsible teacher, assist and support teaching and learning , working with individuals or groups and assist in providing for general care, safety and welfare of students |
| **Tasks and Responsibilities** |
| **Curriculum support** |
| * Contribute to curriculum planning and evaluation and assist in implementation; * Assist in the delivery of lessons/sessions and interact with the teacher and students as required; * Undertake agreed learning activities/teaching programmes, adjusting activities * according to student responses. * Support and use ICT in learning activities & develop students’ competence and   independence in its use |
| **Support for students** |
| * Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able students, extend/challenge more able, keep students on task, interested, motivated and engaged. * Occasional support to whole class for short periods (eg story reading). * Help students to develop communication skills and role play activity. * Promote inclusion and acceptance of all students, encourage them to interact and work co-operatively and engage in activities. * Promote independence and development of self-esteem * Assist in the personal, social, emotional development of students and development of self-esteem. * Assist with the development and implementation of IEPs/behaviour plans. * Use specialist skills/ knowledge/ training to provide support in specialist areas * Encourage and reinforce positive interactions between students working within any behaviour targets set * Identify and report uncharacteristic behaviour patterns * Assist with student supervision on trips off the premises, under overall guidance of the teacher. * Monitor and provide for general care, safety and welfare of students, including first aid and tasks connected with their social inclusion and personal/physical care. |
| **Support to teacher** |
| * Assist with lesson/activity planning, delivery and evaluation * Monitor individual/group achievements of key objectives and provide feedback to the teacher * Contribute to student assessment through observation and reporting * Record information relevant to assessment and review of students’ progress * Attend IEP and statement review meetings if appropriate * Support implementation of strategies to manage student behaviour and help manage student behaviour * Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources. * Undertake routine and non-routine administrative tasks, eg produce worksheets, administer coursework * Liaise with parents/carers, specialist teachers and other professional staff, share and provide information |

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| **Continuing Professional development** |
| * + - * Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum       * Undertake any necessary professional development as identified       * Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice |
| **Additional Duties** |
| * Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies * Undertake any other duties as reasonably required by the Headteacher |

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*