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**BECKMEAD MOUNDWOOD ACADEMY**

**Role Profile and Person Specification**

**Primary Teaching Assistant (Level 2)**

**Alternative Provision (SEMH)**

**May 2023**

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| **Job title:** | Primary Teaching Assistant (Level 2) |
| **Grade Range:** | London Fringe |
| **Hours:** | 36 hours a week (8.00- 3.30)) |
| **Location:** | Harlow, Essex |
| **Reports to:** | Head teacher |
| **Role purpose:** | To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.  Duties and responsibilities of the post may change over time as  requirements and circumstances change. The person in the post may also  be required to carry out such other duties as may be necessary from time to  time. |
| **Commitment to diversity:** | As a member of the School Team to take individual and collective  professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and  outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Job description** | |
| **Core Duties:** | * Implement planned learning activities/teaching programmes as agreed with the Teacher, adjusting activities according to pupils’ responses as appropriate. * Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour. * Support the Teacher in monitoring, assessing and recording pupil progress/activities. * Support learning by arranging/providing resources for lessons/activities under the direction of the Teacher. * Support pupils in social and emotional well-being, working with the teaching staff to develop their social skills and ability to self-regulate. * Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate. * Understand and support independent learning and inclusion of all pupils as required. * Providing detailed and regular feedback to teachers on pupils’   achievement, progress, problems etc.   * Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour * Participating in training and other learning activities and performance development as required. |
| **Additional Duties:** | * Assist with the development and implementation of Education and Health Care Plans, One Plans and support pupils’ SEND needs. * Establish constructive and trusting relationships with pupils based around their individual needs. * Encourage pupils to interact with others and engage in activities led by the teacher. * Support pupils in developing and implementing their own personal and social development * Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher. * Communicating regularly with parents face to face and via telephone conversations where necessary |
| **Key Accountabilities** | |
| **Confidentiality** | * Treating all information acquired through employment, both formally and informally, in confidence. * There are strict rules and protocols defining employee access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities** | * The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. |
| **Health and Safety** | * Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| **To contribute as an effective and collaborative member of the School Team**  **Data Protection** | * Participating in training to be able to demonstrate competence. * Participating in the ongoing development, implementation and monitoring of the service plans. * Supporting Best Value and electronic management of processes. * Actively sharing feedback on School policies and interventions |
| **Data Protection** | * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. |

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| **Person Specification**  Teaching Assistant- Level 2 (Primary) | |
| **Essential Knowledge** | * At least NVQ 2 for Teaching Assistants or equivalent qualifications or experience. * Training in the relevant learning strategies e.g. literacy. * Awareness of Child Protection procedures, Health & Safety regulations and other relevant policies. * Knowledge of National Curriculum and other basic learning programmes/strategies * Sound understanding of child development and learning |
| **Essential Skills and Abilities** | * Good numeracy/literacy skills. * Be able to react constructively to challenging situations involving the care and management of individual children. * Being able to deal with emotional and physical challenges presented by working with children with challenging behaviours. * Ability to relate well to children and adults. * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. * Use basic technology – computer, video, and photocopier. * Good knowledge of using ICT and resources. |
| **Essential Experience** | * Working with children/young people of the relevant age |
| **Special Conditions** | * Enhanced DBS Check * Particularly in schools that have pupils with behavioural difficulties, postholder can be at risk of physical injury and needs to remain vigilant and observe risk assessment protocols. * Members of staff must take part in the behavioural and physical intervention training that it is offered by the School. |