

JOB DESCRIPTION

Teaching Assistant 2

RESPONSIBLE TO:	Headteacher
SALARY SCALE:	CLPT 07 – CLPT 11
WORKING HOURS:	32.5 hours per week, term time only + 5 TED days. Annual leave must be taken in school holidays
LOCATION:	Riversides School, Thorneloe Road
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE

To support teachers with their teaching role and the development and education of young people, including those with additional social, emotional and mental health needs, by utilising detailed knowledge and specialist skills. (Training provided)

- Supervise the activities of individuals or groups of children, ensuring their safety and facilitating social and emotional development.
- Use skills to undertake activities necessary to meet the physical and emotional needs of students.
- Use skills to engage students on an intellectual and social level.
- Undertake activities necessary to foster the intellectual; and social development of young people.
- Be able to lone work, if and when required.
- Monitor and report individual student progress, achievements, problems and developmental needs to the classroom teacher.

- Assist the classroom teacher in the planning of and delivery of work to individuals and groups of children.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction and guidance of the teacher:

- Assist the teacher with learning activities generally.
- Contribute to the planning of work to meet the needs of individual needs of individual students.
- Contribute to the formulation of Individual Success Plans
- Carry out appropriate activities as planned or with groups of students including administration of assessments.
- Display and present student's work.
- Prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- Prepare resources for lessons and activities.
- General supervision, support and guidance of students within the procedures of the school and/or service- understanding that those who require the most support and care are those who present as wanting it least.
- Assist the teacher in liaising with parents and professionals such as speech therapists, Attendance Officer, School Nurse, Outreach Teacher.
- Help the teacher with tasks as directed.
- Hear children read or supporting students individually or in small groups as a key worker.
- Enable student independence whilst supporting with tasks when required.
- Answer questions from students.
- Provide support for the Literacy, Numeracy, Science, Creative subjects and personal development.
- Assist with the supervision of young people within school.
- Assist the students to access routines within the classroom.

- Prepare or modify work for the student under the direction of the class teacher, differentiate and support the student in carrying out this work.
- Assist in the implementation of programmes designed by other professionals such as educational psychologists and speech & language therapists.
- Contribute to meetings to discuss the specific student's progress.
- Mindful of the need to maintain a safe and secure environment at all times, using physical intervention as appropriate.
- Adhere to and maintain school routines, codes of conduct and comply with school policies.
- Support the ethos of the school and Central Learning Partnership Trust
- Assist with the support of group activities within and away from the classroom i.e. PE & educational visits and to adhere to risk assessments accordingly.
- Ensure that students are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote student independence in learning, and reinforcing the young person's self-esteem through praise and encouragement and strong positive relationships.
- Safeguard all students according to the school policy.
- To use behaviour management strategies in line with the school's policy and procedures which will include training in Team Teach.

General duties:

- Maintain own personal & professional development to meet the changing nature of the job, participate in appropriate training activities and encourage and support other staff in their development and training.
- Undertake such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health & safety duties commensurate with the post and/or as detailed in the schools Health & Safety policy.

Notes:

- Lone working is essential

Safeguarding Statement

In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe In Education', all staff have a duty of care to safeguard the health and safety and wellbeing of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Headteacher/ Head of School of this fact immediately.

Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's / Academy's relevant

Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.

Equality and Diversity

CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The Postholder is required to:

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge, and understanding are kept up to date.
- Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To act as exam invigilator when required.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

Endorsement:

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

I accept this job description.

Name

Signed Date