

Job Description

Job title: Teaching Assistant Level 2
GR Number: GR9007
Grade: Scale E
Responsible to: Head of Department/Director of Learning but works to and with a qualified teacher on a day to day basis.
Hours: 30 hours per week, term time plus one week

Job purpose

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals and groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Supervise whole classes occasionally in the short term absence of the teacher by maintaining order and keeping pupils on task.

Context

- Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers.

Support for Students

- Use curricular/learning skills and experience to support pupils and assisting with the development and implementation of IEP's (Individual Education Plans).
- Establish productive working relationships with pupils, acting as a role model and setting high expectations while encouraging pupils to interact and work co-operatively with others.
- Support pupils consistently whilst recognising and responding to their individual needs and at the same time promote the inclusion of all pupils.
- Employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement.

Support for the teacher

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate, and establishing an appropriate learning environment.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested and Undertaking marking of students' work and accurately recording achievement/progress. Administer and assess routine tests and invigilate exams/tests.

- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs including the literacy and numeracy programmes, making effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- Help pupils to access learning activities through specialist support including supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

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.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings and take part in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others and assist in the supervision, training and development of staff.
- Undertake planned supervision of pupils out of school hours and supervise pupils on visits, trips and out of school activities as required.
- To undertake other duties and activities within the scope of the post, as required by the line manager.

Person Specification

Qualifications

- Very good numeracy/literacy skills/GCSE grade C (or NVQ 2 equivalent) in Maths and English;
- NVQ 3 or equivalent in teaching assistance or equivalent experience;
- Training in the literacy/numeracy strategy and/or in a particular curriculum or learning area, e.g. bilingual, sign language, dyslexia, ICT, Maths, English;
- First Aid training in specific medical procedures.

Experience

- Experience of working with children of the relevant age.

Skills/knowledge

- Can use ICT effectively to support learning;
- Use of other equipment technology - video, photocopier;
- Full working knowledge of National Curriculum and other relevant learning programmes;
- Understanding of principles of child development and learning processes;
- Ability to self-evaluate learning needs and actively seek learning opportunities;
- 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.

General information

- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.