



JOB DESCRIPTION

Post Title:	Level 2 Teaching Assistant
Scale:	CLPT 7-11
Conditions of Employment:	Refer to NJC terms and conditions and CLPT Pay Structure
Disclosure level:	Enhanced
Responsible to:	Headteacher (reports to Phase Leader)
Working time:	32.25 hours per week

MAIN PURPOSES OF THE JOB

Working under the direction and within an agreed system of supervision from a qualified teacher:	<ul style="list-style-type: none"> • To work under the instruction / guidance of teaching / senior staff, in the care, support and access to learning for pupils with mild, severe and complex learning difficulties, including pupils with ASD and challenging behaviours. • To liaise with the teaching team re planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils who have mild, severe and complex needs, including pupils with Autistic Spectrum Disorder and medical needs. • To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and special needs. • Maintain good relationships with colleagues and work together as a team. • Regularly review own practice, set personal targets and take responsibility for own personal development. • To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop, particularly helping to overcome barriers to learning including communication, emotional and behavioural difficulties. • To be responsible for promoting and safeguarding the welfare of children and young people within the school. • To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life. • Develop and maintain a culture of positivity and high expectations for self and for others.
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MAIN RESPONSIBILITIES AND TASKS

Support for pupils:	<ul style="list-style-type: none"> • Supervise and provide particular support for pupils with mild, severe and complex learning difficulties, ensuring their safety and access to learning activities. • Establish constructive relationships with pupils and interact with them according to individual need, providing comfort and care at appropriate times. • To provide support in the delivery of the school's curriculum. • To escort pupils to and from transport, safely and efficiently, in accordance with school policy and procedures. • Encourage pupils to interact with others, work co-operatively, ensuring all pupils are engaged in activities appropriate for their age and special needs which may include participating in physical activities if required. • Provide feedback to pupils in relation to progress and achievement under guidance of the teaching team. • To support pupils learning in the most effective way, working as an effective member of the class teaching team. • To assist pupils with personal care needs which may include social, health and welfare matters. This could include the changing of incontinence pads / soiled clothing and agreed manual handling procedures. • To support working relationship with the pupils, acting as role model and setting high expectations. • To use specialist strategies and approaches such as Signalong, TEACCH, PECs, Intensive Interaction, under the direction and supervision of the Class Teacher and TA3's. • To follow behaviour support plans for pupils to support learning in the most effective way.
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Support for the teacher

- To recognise that some pupils have communication difficulties and to act sensitively to their differing needs using alternative communication strategies as required.
- To support the Class Teacher and TA3 in undertaking monitoring and assessment of pupil progress, working closely with other professionals and following their designed programme for individual pupils i.e. occupational health, speech therapists and physiotherapists.

- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To have an understanding of class planning and recording systems in order to carry out learning activities and record pupils' achievements.
- Use strategies, in liaison with the Class Teacher and TA3, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed, updating children's records.
- Provide detailed and regular feedback to the teaching team on pupil's achievement/ progress etc.
- 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.
- Support the Class Teaching Team with the administration of routine assessments and carry out formal / informal observations of learning in order to monitor pupils' progress and attainments.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- Provide clerical / administrative support e.g. photocopying, typing, filing, collecting and collating information on behalf of the teaching team and / or the school.

Support for the school

- Support the vision and ethos of the school and to promote high levels of achievement
- To understand and comply with all policies and procedures including child protection, security, confidentiality and data protection, reporting concerns to the named / appropriate person.
- To adhere to the school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity.
- To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and of others, in line with training.
- To support 'out of school' learning activities e.g. educational visits, within guidelines established by the school.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have social, emotional and behavioural difficulties.
- Maintain effective relationships and communicate with other agencies/professionals to support the achievement and progress of pupils.
- Work as part of a team, supporting and inspiring colleagues.
- Maintain a clean, safe and tidy learning environment.
- To attend and participate in all relevant meetings including morning briefings and staff meetings
- To support parents' evenings, as required, for which additional pay is provided via timesheet.
- Attendance at all important school events is required.
- To contribute to the external outcomes of the school.
- CPD - to develop own skills and expertise, participating in training and development opportunities, complying with the school's appraisal and target setting system.
- To have a supportive and professional approach when liaising with parents/carers.

Support for the curriculum

	<ul style="list-style-type: none"> • Deliver learning activities / teaching programmes to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs taking into account their mild, severe and complex learning difficulties. • Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years foundation curriculum, recording achievement and progress and feeding back to the teaching team. • 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. • To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	
<p>Endorsement</p> <p>I accept the specified job description.</p> <p>Name:</p> <p>Signed: Date:</p>	