|  |
| --- |
| **Teaching Assistant Level 2** |
| **Purpose of Post**  To work under the guidance/instruction of the designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff. |
| **Main duties:**  **Support for Pupils**   * Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations. * Supervise and support pupils to undertake agreed learning activities /programmes linked to local and national curriculum and learning strategies e.g. literacy, numeracy or early years * Adjusting activities according to pupil responses and needs, including for those with special educational needs. * The role may include supporting and implementing pupils’ personal programme, including social, health, physical, hygiene*,* and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required. * Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher. * Support the effective use of ICT in learning activities and develop pupils’ competence and independence in its use * Support the implementation of Education Healthcare Plans and Behaviour Plans * Promote self-esteem and independence amongst pupils * Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with school policy.   **Support for Teachers**   * Promote good pupil behaviour, dealing promptly with conflicts in line with school behaviour policies * Establish constructive relationships with parents and carers, promoting the School’s home/school liaison procedures * Assist the teacher with the preparation of teaching and learning materials and resources. * Provide detailed feedback to teachers on pupils’ achievement, progress, problems etc. as requested * Undertake pupil record keeping as requested, and assist with the collation of pupil reports as requested by the teacher, which may involve data inputting * Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. * Assist with the display of pupils’ work * Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use * Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required * Provide clerical support for teachers, e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, administering coursework, production of work sheets for agreed activities.   **Support for the School**   * To support others within the classroom and the School, contributing to the achievement of School objectives by working as part of a team. * Assist with activities outside the classroom, working as part of a team to oversee pupils and support Activity Leaders, e.g. Breakfast Club or accompanying to swimming lesson where necessary * Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher   **Requirements of all Staff:**   * To promote and uphold the Trust Mission Statement, values and strategic aims and objectives. * To comply with the Trust’s policies and procedures, including those relating to health and safety, safeguarding, welfare and security. * To work positively and inclusively with colleagues, pupils, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability. * To attend briefings and staff meetings as required. * To participate in the Trust’s Performance Management Review scheme and undertake professional development and training as required. * To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students. * To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Executive Principal. * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate. * Ensure any documentation produced is to a high standard and is in line with the agreed style. * Promote their area(s) of responsibility within the school/academy and beyond. * Represent the school/academy at events as appropriate. * Support and promote the school ethos. |
| RESPONSIBLE TO: Principal and Deputy Principal |

**Person Specification Level 2 Teaching Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Method of Assessment |
| Experience |  |  |  |
| Working with or caring for children of a relevant age to those in early years or primary school | ✓ |  | Application/Interview |
| Experience of working with learning resources and helping with their preparation to support learning programmes | ✓ |  | Application/Interview |
| Experience of effectively using ICT and other technology such as digital recorders and photocopiers and resolving straightforward problems in their operation | ✓ |  | Application/Interview |
| Skills and Knowledge |  |  |  |
| Interpersonal skills to build and maintain successful relationships with pupils, treat them consistently with respect and consideration. | ✓ |  | Application/Interview |
| Communication skills to liaise sensitively and effectively with parents and carers. | ✓ |  | Application/Interview |
| To demonstrate and promote the positive value, attitudes and behaviour you expect from pupils with whom you work and be a good role model. | ✓ |  | Application/Interview |
| Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these. | ✓ |  | Application/Interview |
| To continually improve own practice/knowledge through self-evaluation and learning from others | ✓ |  | Application/Interview |
| Basic understanding of a child’s development and learning. | ✓ |  | Application/Interview |
| Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role | ✓ |  | Application/Interview |
| General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies | ✓ |  | Application/Interview |
| Understanding of equal opportunities and inclusion, and how they apply in a school setting | ✓ |  | Application/Interview |
| Knowledge of a Community language, e.g. British Sign Language, Urdu, Punjabi |  | ✓ | Application/Interview |
| Education and Qualifications |  |  |  |
| NVQ 2 for Teaching Assistants or equivalent qualification or experience | ✓ |  | Application /Interview |
| Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework | ✓ |  | Application/Interview |
| Willingness to undertake training in relevant learning strategies e.g. Numeracy, literacy / relevant Key Stage | ✓ |  | Application/Interview |
| Paediatric First Aid certificate or willingness to obtain | ✓ |  | Application / Interview |
| Attitude and Personal Qualities |  |  |  |
| Commitment to the school values, mission, culture and ethos | ✓ |  | Application/Interview  /References |
| Excellent interpersonal skills and ability to establish and maintain good working relationships with others. | ✓ |  | Application/Interview  /References |
| Confidence in own abilities to deal with problems as they arise in a professional manner. | ✓ |  | Application/Interview  /References |
| To work flexibly as the workload demands | ✓ |  | Application/Interview |
| Occasional out of hours working to support school functions /meetings | ✓ |  | Application/Interview  /References |
| Active participation in continuous professional training and development. | ✓ |  | Application/Interview |
| Patience and ability to remain calm. | ✓ |  | Application/Interview  /References |
| Suitability to work with children. | ✓ |  | Enhanced DBS clearance/References |
| Commitment to equality of opportunity and anti-discriminatory practice. | ✓ |  | Application/Interview |
| Sensitivity to community issues. | ✓ |  | Application/Interview |