



# THE STOUR FEDERATION TEACHING ASSISTANT LEVEL 2 JOB DESCRIPTION

SCALE POINT 7 - 10: £12.59 – £13.47 HOURLY RATE

**Play. Make their day. Choose your attitude. Be there.**

## CORE PURPOSE

**Broad description:** working under the overall supervision of the responsible teacher, assist and support teaching and learning, working with individuals or groups and assist in providing for general care, safety and welfare of pupils.

**Responsibility for people:** the post has considerable impact on the wellbeing of individuals or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing support to pupils with additional personal/special educational needs.

**Responsibility for staff:** the post has limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

## TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

### CURRICULUM SUPPORT

- Contribute to curriculum planning and evaluation and assist in implementation.
- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required.
- Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support and use ICT in learning activities & develop pupils' competence and independence in its use.

### SUPPORT FOR PUPILS

- Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less

able pupils, extend / challenge more able, keep pupils on task, interested, motivated and engaged.

- Occasional support to the whole class for short periods.
- Help pupils develop communication and collaboration skills.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote and assist in the personal, social, emotional development of pupils and development of self-esteem.
- Assist with the development and and implementations of Pupil Passports and Behaviour Action Plans.
- Use specialist skills, knowledge and training to provide support in specialist areas.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns.
- Assist with pupil supervision on trips off the premises, under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of pupils, including tasks connected with their social inclusion and personal/physical care.

## **SUPPORT TO THE TEACHER**

- Assist with lesson/activity planning, delivery and evaluation.
- Monitor individual/group achievements of key objectives and provide feedback to the teacher.
- Contribute to pupil assessment through observation and reporting.
- Monitors and is responsive to pupil learning and behaviour at all times by making adjustments to supervised activities.
- Record information relevant to assessment and review of pupils' progress.
- Attend Pupil Passport and EHCP review meetings if appropriate.
- Promote good pupil behaviour and discipline through positive interactions with pupils.
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Undertake routine and non-routine administrative tasks, e.g. produce worksheets, administer coursework.
- Liaise with parents/carers, specialist teachers and other professional staff, share and provide information.

## **SUPPORT TO THE SCHOOL**

- Have an up-to-date understanding of the role.
- Understand the school's policies.
- Communicates effectively with teacher and other professionals whenever the need arises and recognises the need to communicate.

## **SAFEGUARDING CHILDREN & SAFER RECRUITMENT**

All schools in The Stour Federation Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

## **QUALIFICATIONS AND LIKELY ABILITIES**

- Hold a recognised and relevant NVQ level 2 qualification and have undertaken other appropriate training (preferably leading to national standards at NVQ level 3) or be able to demonstrate equivalent knowledge, experience and skills.
- Minimum GCSE (or equivalent) English and Maths at grades A-C.
- Have good communication and listening skills and be able to present information verbally and in writing to others.
- Have experience of TA or teaching work.
- Have attended further training on aspects of the curriculum or areas of specific special need.
- Have good level of knowledge and understanding of at least one area of learning (e.g. English, maths, science, etc).
- Display commitment to the protection and safeguarding of children and young people.
- Value and respect the views and needs of children.
- Understand school's policies and how they relate to local and national frameworks/policies (e.g. child protection, health and safety, equal opportunities, SEND).
- Able to use ICT effectively to support learning and use other technology equipment.
- Able to plan own work when required.
- Able to transfer theory/training into practice.
- Can solve problems, exercise initiative and independent action.
- Pro-active in offering ideas.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff 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.

This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.