

# Teaching Assistant Level 2

## Job Description

**Normal place of work:** Crosshill School, although you may be asked to contribute towards trust wide projects.

**Responsible to:** Class Teacher

### PURPOSE OF THE POST

- To work with and supervise individuals and groups of Children, under the direction and supervision of teaching and senior staff.
- To undertake work, care or support programmes, inclusive of special / individual learning needs, to enable access to learning for all pupils as directed by the class teacher, SENDco or external professional.
- To assist the teacher in the management of pupils and the classroom.

### SUPPORT FOR PUPILS

- Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.
- To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Using specialist skills (curricular / learning), training and experience to provide support to pupils with SEND, ensuring their safety and access to learning activities. This may include toileting and changing children where appropriate.
- To assist with the development and implementation of EHCPs, personal care programmes and behaviour plans.
- To promote independence and employ strategies to recognise and reward achievement within established school procedures.
- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- To provide feedback to pupils on their progress and achievement under the guidance of a teacher.
- To be involved in the process of differentiating activities to match pupil needs.
- To focus pupils to engage with learning tasks.

## SUPPORT FOR TEACHERS

- To promote positive values, attitude and good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, adjusting delivery of activities as appropriate.
- To implement agreed learning activities / teaching programmes with advice from a teacher, adjusting activities according to pupil's needs.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning outcomes.
- To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence.
- Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme under the guidance of a teacher.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested.
- To be responsible for the planning, mounting and displaying of pupils' work in the classroom, under the guidance of a teacher.
- Within the context of the role, to determine the need for, prepare and maintain general and specialist equipment and resources.
- To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities.
- To administer and assess / mark routine primary tests and contribute to the invigilation of tests / examinations as required.

## SUPPORT FOR SCHOOL

- To be aware of and comply with policies relating to Child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To contribute to the overall work and ethos of the school.
- To attend and participate in meetings as required.
- To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to support others.
- To assist with the supervision of pupils out of lesson time.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for Children under the supervision of a teacher.

# Teaching Assistant Level 2 Person Specification

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| <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:               |                                                                                                                                                                                                                                                                                                                                                              |
| <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                   | <b>DESIRABLE</b>                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• A good standard of education including English &amp; Maths (GCSE/Level 2 at Grade 4/C).</li> <li>• Recent participation in relevant professional development.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Further academic qualifications.</li> <li>• Experience of working in schools for a minimum of 2 terms.</li> <li>• Working with a range of professional agencies and colleagues.</li> </ul>                                                                                                                          |
| <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: |                                                                                                                                                                                                                                                                                                                                                              |
| <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                   | <b>DESIRABLE</b>                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• A working knowledge and experience of dealing with young people.</li> <li>• Ability to prioritise tasks, work quickly, particularly under pressure and to deadlines.</li> <li>• Good communication skills in a variety of contexts in a sensitive and confidential manner with a wide range of people and groups.</li> <li>• Good time management skills.</li> <li>• A general understanding of Safeguarding and Child Protection issues.</li> <li>• Excellent interpersonal and organisational skills.</li> <li>• Excellent health and attendance record.</li> <li>• Willingness to undertake personal care.</li> </ul> |                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Thinking creatively &amp; imaginatively to anticipate and solve problems and identify opportunities.</li> <li>• Working knowledge of Makaton.</li> <li>• Strong team building skills.</li> <li>• A caring approach and an ability to handle difficult situations in a sensitive and confidential manner.</li> </ul> |

Oak Learning Partnership is committed to safeguarding and promoting the welfare of the children and young people in their care and expects everybody working for the organisation to share this commitment. To this end any offer of employment will be subject to safer recruitment checks and clearances.