

## Job Description

**Post Title:** Teaching Assistant Level 2  
**Salary:** Grade 4  
**Location:** Kelvin Hall

**Organisational:** Reporting to: Teaching Staff/ SENCo and SLT

### Purpose of Role

To work under the instruction/guidance of teaching/ senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist teachers in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Key Responsibilities

#### SUPPORT FOR PUPILS

1. Provides skilled support to pupils with SEN including learning, behavioural, communication, social, sensory or physical difficulties, ensuring their safety and access to learning activities
2. Assists with the development and implementation of Individual Education/ Behaviour Plans.
3. Establishes constructive and positive relationships with pupils and interacts with them according to individual needs
4. Promotes the inclusion and acceptance of all pupil
5. Attends to pupils' personal needs including help with social, welfare, care and health matters.
6. Sets challenging and demanding expectations and promotes self-esteem and independence
7. Provide feedback to pupils in relation to progress and achievement under the guidance teachers

#### SUPPORT FOR TEACHERS

8. Creates and maintains a purposeful, orderly and supportive environment, in accordance

- with lesson plans and assists with the display of pupils' work
9. Uses strategies, in liaison with teachers, to support pupils to achieve learning goals
10. Assists with the planning of learning activities
11. Monitors pupils' responses to learning activities and accurately records achievement/ progress as directed
12. Provides detailed and regular feedback to teachers on pupils' achievement, progress, problems
13. Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
14. Participates in discussions with parents/ carers under the general direction of the Lead Teacher
15. Administers routine tests, invigilates exams and undertake routine marking of pupils' work
16. Provides clerical/administrative support e.g. photocopying, typing, filing and administer coursework etc.

#### SUPPORT FOR CURRICULUM

17. Undertakes structured and agreed learning

activities/teaching programmes, adjusting activities according to pupil responses

18. Undertakes programmes linked to learning strategies e.g. literacy, numeracy, recording achievement and progress and giving feedback to the teacher
19. Supports the use of ICT in learning activities and develop pupils' competence and independence in its use
20. Prepares, maintains and use equipment/ resources required to meet the lesson plans/ relevant learning activity and assists pupils in their use

#### SUPPORT FOR THE SCHOOL

21. Is aware of and complies with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person

22. ontributes to the overall ethos/work/aims of the school

23. Appreciates and supports the role of other professionals

24. Undertakes programmes linked to learning strategies e.g. literacy, numeracy, recording achievement and progress and giving feedback to the teacher

25. Participates in training and other learning activities and performance development as required, attends and participates in relevant meetings as required

26. Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtime

27. Accompanies teaching staff and pupils on visits, trips and out of school activities as required and takes responsibility for a group under the supervision of the teacher

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibility for Staff:</b>	None
<b>Responsibility for Customers/Clients:</b>	Safeguarding and promoting the welfare of children
<b>Responsibility for Budgets/Financial resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

## Personal Specification

		E	D	How Identified
<b>Qualifications</b>	NVQ Level 2 for Teaching Assistants or equivalent qualification or willingness to work towards OR relevant experience	✓		AF, QC
	GCSE in English & Maths at Grade C or above	✓		AF, I
	SEN training courses		✓	
	Team -Teach Training		✓	
	Level 1 Safeguarding Training		✓	
	Emergency First Aid Training		✓	
	Previous successful work with children with SEN		✓	

<b>Relevant Experience</b>	Previous successful work with children with autism / challenging behaviour		✓	AF, I
	Experience of using social stories and following behaviour management plans		✓	
		<b>E</b>	<b>D</b>	<b>How Identified</b>
<b>Knowledge</b>	Knowledge and commitment to safeguarding and promoting the welfare of vulnerable children and young people	✓		I/R
	General understanding of the curriculum and basic learning programmes / strategies	✓		AF, I
	Appropriate approaches / methods to teaching pupils with autism		✓	AF, I
<b>Skills (including thinking challenge/ mental demands)</b>	Good ICT skills to promote pupils' learning	✓		Interview, References
	Motivation to work with vulnerable children and young people	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to deal with a physically and emotionally demanding job	✓		
	Ability to both follow direction and show initiative	✓		
	Commitment to offer high quality education and care to children with SEN	✓		
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to relate well to vulnerable children & young people	✓		Interview, References
	Work constructively as part of a team, understanding classroom roles and responsibilities, and your own position within these	✓		
	Ability to show respect and courtesy at all times, and form good relationships, and with other professionals , pupils and parents	✓		
	Good communication skills	✓		Interview
<b>Written Skills</b>	Highly competent written skills, including spelling and grammar , including use of ICT	✓		AF
<b>Other:</b>	Ability to deal robustly with challenging situations	✓		Interview, References
<b>Disclosure &amp; Barring Service:</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		AF(after short listing)