

# 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



CRITERIA	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
	<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>
CRITERIA	<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:	
ESSENTIAL	DESIRABLE	
	<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>