

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Teaching Assistant Level 2	<b>Grade:</b> D (points 6 – 8)
<b>Job Family:</b> Educational Support	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As a Teaching Assistant Level 2, you will work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. You may carry out work in the classroom or outside the main teaching area.</p>	
<p><b><u>Main Responsibilities:</u></b></p> <p><b>Support the pupil by:</b></p> <ol style="list-style-type: none"> <li>1. You will undertake the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional, and educational development.</li> <li>2. You will carry out pre-determined educational activities and work programmes whilst promoting independent learning.</li> <li>3. You will establish good relationships with pupils and act as a role model.</li> <li>4. You will work to establish a supportive relationship with the children and their parents.</li> <li>5. You will encourage acceptance and inclusion of the child with special needs.</li> <li>6. You will promote and reinforce the child's self-esteem.</li> <li>7. You will provide feedback to pupils in relation to their progress and achievement, under the guidance of the teacher.</li> <li>8. You will promote good pupil behaviour and dealing with conflicts and incidents in line with academy policies.</li> </ol> <p><b>Support the Teacher by:</b></p> <ol style="list-style-type: none"> <li>9. You will monitor individual children's needs and report these to their designated supervisor as appropriate.</li> <li>10. You will be aware of issues around pupil progress and achievement and report to the teacher as agreed.</li> <li>11. You will keep such records of the children's development as are required by the Academy.</li> <li>12. You will assist teaching staff in the planning and delivery of work for individuals and groups of children ensuring resources are prepared and available.</li> <li>13. You will provide support to the teacher in the delivery of local and national teaching strategies.</li> <li>14. You will support teaching staff in the carrying out of home visits, as required.</li> <li>15. You will assist the teaching staff in the smooth transition between educational phases.</li> </ol> <p><b>Support the Academy by:</b></p> <ol style="list-style-type: none"> <li>16. You will be aware of confidential issues to home/pupil/teacher/schoolwork and keep confidence as appropriate.</li> <li>17. You will assist with the supervision of pupils out of lesson times, which may include before and after school and at lunchtimes.</li> </ol>	



**General:**

18. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
19. You will participate in training and other learning activities and performance development as required.
20. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
21. You will ensure strict confidentiality in all areas of work.
22. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
23. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
24. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
25. You will always comply with the Trust's policies and procedures.
26. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Knowledge, Skills & Experience****Essential:**

- GCSE Grade C/4 or above, or equivalent, in both English and Maths (C)
- Understanding of classroom roles and responsibilities and your own position within these (A/I/R)
- Good communication skills both oral and written (A/I/R)
- Experience of working with young people, preferably in a school setting (A/I)
- Ability to use a range of technology to support the role (A/I)
- Ability to build positive relationships with all stakeholders (A/I)
- Ability to work constructively as part of a team (A/I/R)

**Desirable:**

- Completion of DfES Teacher Assistant NVQ Level 3, or equivalent (A/C)
- Working with or caring for children of relevant age (A/I)
- Understanding classroom roles and responsibilities and your own position within these (A/I)
- Emergency First Aid or First aid at work qualification (C)
- Previous experience of working with young people preferably in a school setting (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

**Behaviours**

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy
- Adaptable
- Dependable



**Contacts and Relationships:**

**Managers** - in daily contact with the Principal/Head of Academy/senior leaders and teaching staff within the academy

**Support Staff** – in daily contact with support staff involved with administration, classroom support, cleaning, site supervision, health and safety, and catering

**External** – in some contact with parents/carers, as required.

**Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.

