

Teaching Assistant Level 2

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

- To provide specific assistance to children with special educational needs, within the school environment and on school outings and to provide general assistance to teaching staff in respect of these students.
- To have a clear understanding of the range of difficulties that students present in mainstream schools and to be able to demonstrate suitable strategies which can be implemented to enable these children to fulfil their potential and partake fully in all aspects of the National Curriculum and school life.

Key accountabilities:

Supporting Teaching and Learning

- To liaise with classroom teachers, and SENDCo and use student information to provide appropriate support for teaching and learning enabling students to make expected progress.
- To implement literacy and numeracy support programmes for groups of students and individuals.
- To undertake small group/individual teaching for literacy, numeracy and science support, under the guidance of the Learning Support teachers and SENDCo.
- To provide learning support in the Rushanjan House Facility.

Student Support Escort Assistance

- To transfer students between lessons or activities as and when necessary.
- To assist with the supervision of individuals, or groups of children during lessons, break periods and on school outings.
- To liaise with teachers and Pastoral Managers over any concerns, regarding the wellbeing of students.
- To meet students at the start of the day and escort to taxi/parents at the end of the day as necessary.

Routine Duties

- To undertake routine clerical duties eg maintenance of simple records, including the maintenance of a Teaching Assistant support file, reproducing work sheets, notes, display etc.
- To be able to use ICT, as required, to carry out the duties of the post in the most efficient and effective manner.
- To provide personal care to students when required.
- To contribute to the review of students' progress, in writing.
- To prepare and look after teaching materials and equipment.
- To store and retrieve the teaching materials and equipment as required.
- To assist professional staff with the administration of student assessment.
- To undertake break, lunchtime and before and after school duties, when required.
- To contribute to developing a system of recording student progress.

General Information

- To have an awareness of any relevant legislation, policies and practices in relation to SEND and to respond to any changes.
- To safeguard children and vulnerable adults from harm and to report concerns in accordance with the School's policy.
- To deal professionally with colleagues and external partners as required.
- To ensure the confidentiality and security of all the School's documentation and information.
- To attend training/refresher courses and meetings as required.
- To co-operate and take part in the Support Staff Development Process.
- To carry out other such appropriate duties that maybe reasonably required to successfully carry out the role.
- As a member of support staff, contribute to the Fire Evacuation procedures acting as a sweeper for a key area when required.
- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the GDPR. Confidentiality must be maintained at all times.
- To be committed to safeguarding and promoting the welfare of children and young people.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- Good basic level of education.
- Evidence of commitment to personal and professional development.
- Level 2 Literacy, Numeracy and Science.

Desirable

- SEN qualification, e.g. NVQ Level 2 Supporting Teaching and Learning.
- ELSA Training

Experience, Knowledge and Skills

Essential

- Experience of working with children and/or young people with SEN, preferably in a Secondary school environment.
- Evidence of experience to support the required duties as specified in the Level 2 Job Description.
- Evidence of working with students with a range of difficulties including behavioural difficulties.
- Able to demonstrate evidence and knowledge of strategies that can be implemented to promote inclusion.
- Knowledge of a range of special educational needs.
- Knowledge and understanding of Child Protection and Safeguarding issues in Schools.
- To have a clear understanding of the range of difficulties that students present in mainstream schools and to be able to demonstrate evidence and knowledge of strategies which can be implemented to enable these children to fulfil their potential and partake fully in all aspects of the curriculum and school life.
- Knowledge of the curriculum and an understanding of the expected progress students should make.
- To have an awareness of any relevant legislation, policies and practices in relation to SEN.

Desirable

- Experience of delivering intervention programmes to small groups and/or individuals.
- Experience of assessing student progress.
- Experience of evaluating the success, or otherwise, of intervention programmes.
- Knowledge of SEN Code of Practice and how this informs day-to-day practice within a secondary school.
- Knowledge of emotional literacy.
- Ability to set up and run games for students with a physical handicap.
- A greater understanding of supporting students in Literacy, Numeracy and Science.

Values and Personal Competencies

Essential

- High levels of organisational and self-management skills.
- Ability to develop effective professional relationships with students and staff.
- Good communication skills, both written and spoken.
- Appropriate awareness of health and safety in relation to area of work.
- Effective team player
- High levels of personal and professional integrity.
- Personal impact and presence to inspire respect and confidence in students, colleagues and parents.
- Confidentiality.
- Self-motivation and willingness to accept responsibility.
- Commitment to the School ethos of respect and inclusion for all.
- Commitment to the safety and welfare of students.
- A positive role model for young people and colleagues.
- Energy, enthusiasm, optimism and ambition.
- Excellence of day to day contribution and reliability.
- Ability to follow instructions for the SENDCo and teaching staff

Desirable

- Good IT skills.
- Level of fitness required to support students in practical lessons, including PE
- Willingness to get involved in wider extra-curricular activities.
- Willingness to contribute to and participate in continuous professional development.
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.

- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.