

# JOB DESCRIPTION AND PERSON SPECIFICATION

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|-------------------|-----------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------|
| <b>Job Title</b>  | Teaching Assistant L2                                                                   | <b>Location</b>   | Ellis Guilford School                                           |
| <b>Salary</b>     | Scale point NJC 6-11 Actual<br>£23,092 to £25,005 p.a.<br>(FTE £26,847 to £29,071 p.a.) | <b>Hours</b>      | 37 hours per week, term time<br>plus inset days (39 weeks p.a.) |
| <b>Department</b> | Support Staff                                                                           | <b>Reports To</b> | SENDCo                                                          |

## JOB PURPOSE:

To support children's access to learning within the classroom, including providing intimate care where required, and to work collaboratively with the SENDCo, teachers, and other professionals to deliver evidence-informed support, remove barriers to learning, and promote children's independence, participation, and positive outcomes.

To make a significant contribution to the values and the ethos of the school and actively promote and uphold all school policies.

## KEY RESPONSIBILITIES AND DUTIES:

### Key Responsibilities

- Ensure that all children are suitably supported to meet their learning needs and expectations, in particular children with SEND, Pupil Premium and more able children.
- Develop strategies, in liaison with teaching staff, to support children to achieve learning goals.
- To be a named key worker to identified children with SEND needs.
- Monitor and track pupil's responses to learning interventions and accurately record achievement and progress.
- Provide feedback to teachers and the SENDCO on individual children and their achievement, progress, and development areas.
- Undertake marking of children's work where appropriate to provide feedback to children in relation to progress and achievement, adjusting teaching plans as appropriate.
- Create and maintain a purposeful, orderly, and supportive environment.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage children to take responsibility for their behaviour.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, teaching and learning, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required and participate in appropriate training.
- Assist with the supervision of children out of lesson times, including before and after school and accompanying teaching staff and children on visits, trips and out of school activities as required.
- Attend weekly staff briefings, CPD events and faculty meetings.
- Liaise with parents and carers regarding pupil progress.
- Escort and supervise children on educational visits and out of school activities.
- To attend to the children's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.

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- To work with small groups of children on activities which support, and address identified learning and social needs.
- To encourage children to interact with others and engage in activities led by the teacher.
- To encourage children to act independently as appropriate
- To be aware of pupil problems/ progress/ achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- Know the vulnerable children within the year group and act as a champion for them.
- Keep up to date with community events and information that may impact on the wider child body.
- Ensure that timely actions are carried out in relation to safeguarding and recorded appropriately and in line with the School policy.
- Ensure that telephone calls and messages are responded to in a timely manner and recorded in line with policy.
- Attend and support year team events in liaison with the SLT Link for the year group e.g. Parents' Evenings, trips and Options Evenings.
- Ensure that your involvement with children as well as other staff reflects the school's inclusive ethos and its commitment to being a professional learning community.
- Contribute to supervision duties to ensure the maintenance of a safe and secure school environment and support the tutor programme as a co-tutor.

## OTHER PROFESSIONAL REQUIREMENTS

- Have a working and up to date knowledge of professional duties and legal liabilities.
- Always operate within the stated policies and practices of the school, including but not limited to, Health and Safety; Child protection; Assessment and marking policies; and Behaviour policies.
- Establish effective working relationships and be an effective role model to children through own personal presentation as well as personal and professional conduct.
- Have high expectations for every child and endeavour the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and children.
- Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Principal.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. (The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time).

| JOB REQUIREMENTS:     |                                                                                                                                                        |                                                                              |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                       | Essential                                                                                                                                              | Desirable                                                                    |
| <b>QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• Demonstrable levels of numeracy and literacy equivalent to GCSE (A*- C) or above in English, Maths</li> </ul> | <ul style="list-style-type: none"> <li>• Level 2 TA Qualification</li> </ul> |

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| <b>EXPERIENCE</b>                     | <ul style="list-style-type: none"> <li>• Proven experience of working with children and young people.</li> <li>• Experience of building positive relationships with all stakeholders</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Experience of caring for wheelchair users and familiarity of equipment</li> <li>• Experience of working within an educational setting</li> </ul> |
| <b>KNOWLEDGE AND UNDERSTANDING</b>    | <ul style="list-style-type: none"> <li>• Knowledge of procedure to provide personal care and support to children and young people.</li> <li>• Appreciation of the National Curriculum and how this is applied to planning, preparation and delivery of learning activities.</li> <li>• Knowledge of appropriate behaviour management practices</li> <li>• Knowledge of safeguarding protocol</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Knowledge of the education system.</li> </ul>                                                                                                    |
| <b>SKILLS AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, children and other professionals.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to proficiently use children.</li> <li>• office computer software including word processing, spreadsheet, database, and internet systems.</li> <li>• Ability to build and form good relationships with children, parents/carers, colleagues and external agencies including social workers and the police.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>• Ability to always maintain confidentiality.</li> <li>• Ability to act on own initiative and to prioritise own workload to effectively meet deadlines.</li> </ul> |                                                                                                                                                                                           |

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|                                        | <ul style="list-style-type: none"> <li>• Flexible and adaptable</li> <li>• Good organisational skills and ability to produce work accurately others</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>CREATIVE EDUCATION TRUST VALUES</b> | <p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every child.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p> |  |
| <b>EQUAL OPPORTUNITIES</b>             | A demonstrable commitment to supporting and promoting safeguarding, child welfare, equality and diversity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>SAFEGUARDING</b>                    | A thorough understanding of up-to-date safeguarding requirements and best practice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>OTHER REQUIREMENTS</b>              | <p>High expectations for every child and a proven track record of making a difference to the learning and experiences of children inside and outside the classroom.</p> <p>Commitment to and vision for developing links with the local community.</p>                                                                                                                                                                                                                                                                                                                                                                      |  |

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**