
Post and Person Specification

<u>POST TITLE :</u>	Teaching Assistant – Level 2 Term Time only plus one week (46.8 weeks)
<u>GRADE :</u>	Band 7 SCP 14 – 17 £23,484 - £24,920 per annum
<u>REPORTING RELATIONSHIP</u>	The post holder will be a member of a multi-disciplined team, under the leadership and supervision of a HLTA level 4 Teaching Assistant and/or Teacher.
<u>JOB PURPOSE :</u>	To work as part of a team of staff to assist with the education, care and welfare of children; providing support to students with educational statements relating to SEMH.
<u>POST NO.</u>	

MAIN DUTIES/RESPONSIBILITIES

Duties will include assisting the teacher in the delivery of the curriculum to students with educational statements or EHCP's relating to social, emotional and mental health needs. Work may be carried out in the classroom or in small groups outside the main teaching area.

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post:-

Support the Pupil by

1. Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their educational, physical and emotional development.
2. Carrying out pre-determined educational activities and programmes of learning whilst promoting independence.

3. Working to establish a supportive relationship with the children and parents /carers concerned and interact with them according to their individual needs.
4. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children.
5. Setting challenging and demanding expectations and promote self-esteem and independence of pupils
6. Assisting with the development and implementation of individual Education/Behaviour Plans.
7. Promoting the inclusion and acceptance of all pupils.
8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
9. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
10. Undertaking programmes linked to learning strategies e.g. literacy and numeracy and recording achievement and progress and feeding back to the teacher.
11. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
12. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support the teacher by

1. Monitoring the needs of individual children and reporting these to the relevant staff.
2. Assisting teaching staff in the planning and delivery of work programmes for individuals and groups of children. These programmes may be delivered in a supervised or unsupervised capacity.
3. Assisting the teaching staff in the smooth transition between educational phases.
4. Creating and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

5. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and contribute to raising achievement.
6. Assisting with the planning of learning activities / lessons.
7. Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
8. Providing detailed and regular feedback to the teacher on pupils' achievement, progress, problems etc.
9. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
10. Establishing constructive relationships with parents/carers.
11. Administering routine tests and undertake routine marking of pupils' work

Support the school by

1. Being aware of the schools policies and procedures.
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Attending relevant meetings as required.
4. Participating in training and other learning activities and performance development as required.
5. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
6. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
7. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the Principal / senior teaching assistant.
8. Carrying out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.

9. Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND BARRING SERVICE DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Date : August 2021

THE EDUCATION VILLAGE ACADEMY TRUST
PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 2

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 for Teaching Assistants or equivalent child care related qualification	AF/C	D1	Higher Level Teaching Assistant Status (HLTA)	C
	E2	GCSE A* – C (Band 4 or above) in Mathematics and English	AF/C			
	E3	Team Teach Qualification or be willing to undertake training	AF/C			
	E4	MIDAS training/ or be willing to undertake training	AF/C			
	E5	Hold valid first aid certificate/ or be willing to undertake training	AF/C			
	E6	Hold an administration of medication certificate/ or be willing to undertake training	AF/C			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Experience & Knowledge	E7	Recent work experience of working with SEMH children of relevant age in a teaching and learning environment	AF/I/R			
	E8	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF/I/R			
	E9	Experience of working with wide range of children including those with specific needs	AF/I/R			
	E10	Understanding of principals of child development and learning processes	AF/I			
	E11	Experience of lesson / activity planning with a teacher	AF/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Skills	E12	Ability to communicate both orally and in writing with a range of different audiences	I/R			
	E13	Ability to self-evaluate learning needs and seek learning opportunities	I			
	E14	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and new national curriculum	I/R			
	E15	Ability to work in a team and independently	AF/I/R			
Personal Attributes	E16	Ability to promote fairness and a positive role model to pupils	I	D2	Be willing to work across all phases of primary education	

Key – Stage identified

AF Application Form

C Certificates

T Tests

R References

I Interview

