



**Sheffield  
South East  
Trust**

# **Sheffield South East Trust**

## **JOB DESCRIPTION**

<b>SHEFFIELD SOUTH EAST TRUST</b>	<b>This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>
<b>SCHOOL</b>	<b>Wybourn Community Primary &amp; Nursery School</b>
<b>POST TITLE</b>	<b>Teaching Assistant - Level 2</b>
<b>SALARY RANGE</b>	<b>Grade 3 SCP 5-6</b>
<b>RESPONSIBLE TO</b>	<b>Headteacher</b>
<b>RESPONSIBLE FOR</b>	<b>N/A</b>
<b>HOLIDAY AND SICKNESS COVER</b>	<b>N/A</b>
<b>PURPOSE OF JOB</b>	<b>TO WORK UNDER THE INSTRUCTION/GUIDANCE OF TEACHING/SENIOR STAFF TO UNDERTAKE WORK/CARE/SUPPORT PROGRAMMES, TO ENABLE ACCESS TO LEARNING FOR PUPILS AND TO ASSIST THE TEACHER IN THE MANAGEMENT OF PUPILS AND THE CLASSROOM. WORK MAY BE CARRIED OUT IN THE CLASSROOM OR OUTSIDE THE MAIN TEACHING AREA</b>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• <b>GOOD LITERACY/NUMERACY SKILLS</b></li><li>• <b>COMPLETION OF DfE TEACHER ASSISTANT INDUCTION PROGRAMME</b></li><li>• <b>NVQ 2 FOR TEACHING ASSISTANTS OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE</b></li><li>• <b>TRAINING IN THE RELEVANT LEARNING STRATEGIES E.G. LITERACY</b></li><li>• <b>FIRST AID TRAINING/TRAINING AS APPROPRIATE</b></li></ul>

## **JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT – LEVEL 2**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **Main Duties and Responsibilities**

##### **SUPPORT FOR PUPILS**

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with pupils and interact with them according to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher
6. Set challenging and demanding expectations and promote self-esteem and independence
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

##### **SUPPORT FOR THE TEACHER**

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. Assist with the planning of learning activities
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
12. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
13. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
14. Establish constructive relationships with parents/carers
15. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
16. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## **SUPPORT FOR THE CURRICULUM**

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
18. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **SUPPORT FOR THE SCHOOL**

21. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Appreciate and support the role of other professionals
25. Attend and participate in relevant meetings as required
26. Participate in training and other learning activities and performance development as required
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
28. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
29. Any other related duties as may arise.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield South East Trust's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE:</b>
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## Person Specification for post of: Teaching Assistant

Minimum Essential	Method of Assessment
<b>Skills/Knowledge</b>	
Understanding of relevant policies/codes of practice and awareness of relevant legislation including the National Curriculum	Application Form, Interview
Knowledge & understanding of child development	Application Form, Interview
The ability to engage and motivate children	Interview
Ability to relate well to children and adults; good communication skills	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Application Form, Interview
Can manage the behaviour of pupils in a reasonable manner	Interview
Has a caring positive attitude towards pupils' welfare	Application Form, Interview
Has an awareness of pupils with special educational needs	Application Form, Interview
Can maintain trust and confidentiality	Interview
Understand the importance and have experience of building links with families and services to promote the well-being and education of children	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form
Provide feedback on pupils' learning and progress	Application Form, Interview
Has the energy, passion, initiative and commitment to make a difference to the lives of children and their families	Application Form, Interview

<b>Experience, qualifications, and training (if any)</b>	
Dfe teacher assistant induction programme for Teaching Assistants or equivalent qualification or experience	Application Form
First aid training as appropriate	Application Form
Experience working with or caring for children aged 5-11	Application Form, Interview
Good numeracy/literacy skills	Application Form, Interview
<b>Work related circumstances</b>	
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
Can work within the spirit of the Trust's Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	Application Form, Interview