**TEACHING ASSISTANTS LEVEL 2**

**Band 4 point 12-17 £26,421 - £28,770 pro rata 35.5 hours Term Time Only**

**(39 weeks per year)**

**Job Description**

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| **Support for Students** |
| * Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities * Provide support for students with complex behavioural and/or sensory needs * Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes * Establish constructive relationships with students and interact with them according to individual needs * Promote the inclusion and acceptance of all students * Encourage students to interact with others and engage in activities led by the teacher * Set challenging and demanding expectations and promote self-esteem and independence * Provide feedback to students in relation to progress and achievement under guidance of the teacher * Undertake personal care and medical support where required |
| **Support for Teachers** |
| * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students’ work * Use strategies, in liaison with the teacher, to support students to achieve learning goals * Assist with the planning of learning activities * Monitor students’ responses to learning activities and accurately record achievement/progress as directed including collating evidence for internal and external assessment * Provide detailed and regular feedback to teachers on student’s achievement, progress behaviour and wellbeing * Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * Undertake routine marking of students’ work * Provide clerical/admin. support e.g. photocopying, typing, filing, administer coursework etc |
| **Support for the Curriculum** |
| * Undertake structured and agreed learning activities/teaching programmes, adapting activities according to student responses * Undertake programmes linked to local and national learning strategies * Record achievement and progress and feeding back to the teacher * Support the use of ICT in learning activities and develop students’ competence and independence in its use * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use |
| **Support for the School** |
| * Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and diversity and ensure all students have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of students in non-teaching times, including before and after school and at lunchtime * Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher |
| **Safeguarding** |
| * To ensure the safety and wellbeing of Brentwood students at all times. * To always comply with Brentwood’s safeguarding policy * To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
| **Specific SEN Role** |
| Teaching Assistants paid on the SEN Pay bands can also be asked to undertake any or all of the following:   * Dealing with complex behaviour/emotional needs * Dealing with complex physical, health care and personal needs, including moving and handling and competence training for carrying out medical procedures for individual children * Support complex sensory needs * Attend appropriate in-service training as required to address the complex needs of the students * Communicate with parents/carers and other professionals around complex issues/needs * Be aware that the job may sometimes require TAs to work in difficult and challenging conditions |

**Closing Date: Wednesday 16th October 2024 at 12:00 noon**

**Person Specification**

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| **Qualifications:** | **Desirable** | **Essential** |
| Completion of DfES Teacher Assistant Induction Programme | / |  |
| To be qualified to NVQ level 2 or working towards NVQ3 | / |  |
| A good overview of Key Stage relevant curriculum | / |  |
| Sound knowledge of one or more areas of special needs (PMLD, SLD, ASC) and SEND Code of Practice. |  | / |
| Sound knowledge of the causes and patterns of challenging behaviours and strategies to address these |  | / |
| Sound knowledge of how children learn and how to create and maximise learning opportunities |  | / |
| To have attended significant INSET relevant to the job and – in the case of those working with particular SEN students – to have become skilled in dealing with particular areas of special needs through attending specialist training; | / |  |
| Relevant Experience |  | / |

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| **Specialised Training** | **Desirable** | **Essential** |
| Training in the relevant strategies e.g. Team Teach, Moving and Handling, Basic Hygiene, Sign Language, Feeding Programmes, Literacy Strategies | / |  |
| Willingness to undertake any of the above training to meet the complex needs of students |  | / |

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| **Key Skills** | **Desirable** | **Essential** |
| Understanding of the specific needs of students with SLD, PMLD and Autism. | / |  |
| Proven ability to support students with challenging behaviour. | / |  |
| Ability to relate well to children and adults |  | / |
| Good Numeracy and Literacy Skills |  | / |
| Effective use of ICT to support learning | / |  |
| Ability to self-evaluate learning needs and actively seek learning opportunities |  | / |
| Ability to maintain confidentiality and discretion at all times |  | / |
| Positive attitude to overcoming problems |  | / |
| Commitment to the highest possible standards for students with learning difficulties |  | / |
| Willingness to continually work to improve standards |  | / |
| Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |  | / |
| Understanding of relevant polices/codes of practice and awareness of relevant legislation |  | / |
| Ability to deal with complex behavioural and emotional needs |  | / |
| Ability to support complex sensory needs | / |  |
| Ability to deal with complex physical, health care and personal needs, including moving and handling and competence training for carrying out medical procedures for individual children | / |  |
| Understanding that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions |  | / |
| Ability to communicate effectively with parents, carers and multi-agency workers around complex and sensitive issues and needs. |  | / |

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| **Key Knowledge** | **Desirable** | **Essential** |
| Understanding of safeguarding procedures |  | / |
| Basic understanding of relevant polices/codes of practice and awareness of relevant legislation |  | / |
| Basic understanding of national/foundation stage curriculum and other basic learning programmes/strategies |  | / |
| Basic understanding and commitment to high standards of hygiene and infection control |  | / |
| Basic understanding of child development and learning |  | / |
| Positive approach and understanding of issues related to disability and learning difficulties |  | / |