



Job Profile

Position	Teaching Assistant Level 2
Salary Scale	Grade 3. Scale point 7 £22,737 pro rata (Actual salary £12,609 per annum)
Contract type	Permanent
Hours of work	Monday-Friday 23 hours 45 mins pw 8.45am to 1.30pm Term Time (including INSET days) (45.05 paid weeks per year)
Responsible to	Assistant Headteacher

Main purpose

To work with class teachers to raise the learning and attainment of pupils.

Promote pupils' independence, self-esteem and social inclusion.

Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

To assist in the whole planning cycle and the management/preparation of resources.

Key Duties

- Support pupils in achieving the best possible outcomes.
- Modify and adapt delivery of learning activity under the guidance of a teacher.
- Responsible for the promotion of the wellbeing and safeguarding of pupils.
- Establish effective relationships with the pupil(s), parents/carers and colleagues and work successfully as part of the team around the pupil.
- Maintain awareness of and support or implement the teaching and learning, behaviour and safeguarding policies.
- Support pupils in developing interaction, communication, independence and inclusion both in and out of the classroom.
- Support pupils both individually and in groups with the use of a wide range of learning resources to support the best learning outcomes.
- Prepare activities and resources in advance of the lesson and undertake practical tasks to maintain a good learning environment.
- Carry out playground/break and lunch time supervision and support as required.
- Escort and supervise pupils on educational visits and out of school activities, ensuring their learning, health, safety and well-being.
- Commitment to own personal development including attending training activities offered by the school to further knowledge.



- Carry out the above duties in accordance with all school policies and maintain confidentiality at all times.
- Provide objective and accurate feedback and reports on pupil progress as required.
- Provide support in exams as required.
- Administer and assess routine tests and invigilate exams/tests.
- Carry out basic first aid and administer medicines.
- Ensure all information is treated confidentially and work with discretion and respect at all times.
- Complying with the school data protection procedures.
- To carry out the above duties in accordance with the Trust's Policies and Guidelines.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Headteacher.



PERSON SPECIFICATION Teaching Assistant 2

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to use language and other communication skills that pupils can understand and relate to
- Ability to establish effective relationships with pupils and empathise with their needs
- Ability to consistently and effectively implement agreed behaviour management strategies
- Ability to assess, adapt and learn from a situation to modify or adapt the activities
- Ability to assist in the recording of lessons and assessment as required by the teacher
- Ability to work effectively and supportively as a member of the school team
- Ability to work within and apply all policies
- Able to converse at ease with customer and provide advice in accurate spoken English (customers including the team around the children)

Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- NVQ Level 2 for Teaching Assistants or equivalent

Essential knowledge

These criteria will be assessed at the application and interview stage

- GCSE's (grade C or equivalent) in English and Maths
- A good standard of written and spoken English
- A basic understanding of and use of IT, including the use of email
- Basic knowledge of safeguarding
- Basic knowledge of the school, the schools' values and ethos

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Awareness of the teaching and learning, behaviour and safeguarding policies
- Where appropriate, to know and apply positive handling techniques



Essential experience

These criteria will be assessed at the application and interview stage

- Experience of using a wide range of learning resources to support the best learning outcomes

Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of supporting children, including those with special educational needs

Other essential criteria

These criteria will be assessed at the application and interview stage

- Commitment to own personal development including attending training activities offered by the school to further knowledge
- Commitment to maintain confidentiality on all school matters
- Willingness to work across the school as part of the school team in all years and subjects as required
- Able to demonstrate resilience
- Able to demonstrate commitment to the ethos of the school
- Empathetic
- Polite and professional manner
- Positive approach

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher's signature

Date

Postholder's signature

Date