

DIRECTORATE	EDUCATION
SERVICE	TAPTON SCHOOL
POST TITLE	Teaching Assistant Level 2
SALARY RANGE	Learning and Development 2.5 – Grade 3 – (pt 5 - 6) 37 hours per week - 39 weeks per year
RESPONSIBLE TO	SENCo
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS RELIEF	
PURPOSE OF JOB	To work specifically with students who have an identified educational need, including those who have issues relating to behaviour and who are on the additional needs register. To deliver group and 1:1 interventions and support these students in class and in such specialised out of class interventions as are appropriate.

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 Tapton School Academy Trust 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 STUDENTS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans.
- 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.
- To maintain records detailing interventions with students, demonstrating strategies used and their effectiveness

SUPPORT FOR THE TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams/tests and undertake routine marking of pupils work.
- Provide clerical/admin support e.g. photocopying, typing, filing etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- 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.

- 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 pupils in their use.

SUPPORT FOR THE SCHOOL

- 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 the appropriate person.
- Be aware of and support difference 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 out of lesson times, including before and after school and at lunchtimes.
- Accompany staff and students on school visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Any other related duties as may arise.

To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and the appropriate trade union.

TAPTON SCHOOL

PERSON SPECIFICATION – Teaching Assistant Level 2

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	<i>(e.g. Interview, Application form, test, assessment, etc)</i>
Effective use of ICT to support learning	Application form
Be proficient in the use of Microsoft Office packages, email and the internet	Application form
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application form/Interview
Basic understanding of child development and learning	Application form/Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Application form/References
Ability to relate well to children and adults	Interview/References
Work constructively as part of a team, understanding classroom roles and responsibilities	Application form/References/Interview
Able to priorities their own workload, working accurately and to deadlines	Application form, references
Experience/Qualifications/Training etc. (if any)	
Working with or caring for children of relevant age	Application form
Good numeracy/literacy skills	Application form
NVQ2 for Teaching Assistant or equivalent qualifications or experience	Application form
Work Related Circumstances (including Working Conditions)	
Tapton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	