



0191 267 4211

www.westdenton.newcastle.sch.uk

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Hillhead Road, West Denton, Newcastle-upon-Tyne, NE5 1DN



Teaching Assistant Level 2

Job Description and Person Specification

Salary: £25,185 - £25,583 per annum pro rata, actual £18,510 - £18,803 per annum*

*This post attracts a Living Wage supplement. In addition to the hourly rate, this post will receive the Living Wage supplement to bring the hourly rate up to a minimum of £13.45 an hour.

Job Description

Post Title: Support Assistant Level 2

Pay Scale: N3

Responsible to: Headteacher

Job Purpose: To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.

Main duties:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

a. General

- 1** Supporting the teacher in the general management of the classroom.
- 2** Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- 3** Providing clerical/admin support, eg photocopying, typing, filing, collection of money, administer coursework and exams.
- 4** Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
- 5** Undertaking routine invigilation and marking.



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b. Classroom Organisation

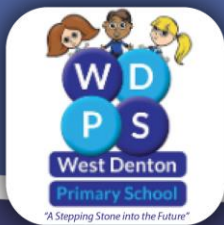
- 1 To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- 2 Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- 3 Preparing pupils' work for display in the classroom and around the school.
- 4 Demonstrating creativity in assisting with the practical resourcing of the classroom.

c. Pupil Support

- 1 Working with pupils directly on curriculum related tasks under the direction of the teacher.
- 2 Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Individual Education Plans (IEP's) under the guidance of a designated teacher.
- 3 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- 4 Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
- 5 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

d. Welfare and other duties

- 1 Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- 2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 3 Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils and investigating reasons for absence.
- 4 May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.
- 5 To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- 6 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the schools policies and procedures.



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e. Child Protection

Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with.

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of supporting children in a learning environment
2	Knowledge of the National Curriculum
3	Experience of classroom organisation
4	Qualification for teaching assistants or equivalent experience
5	Able to supervise pupils during curriculum time and outdoor play
6	GCSE in English and Maths or equivalent

Desirable

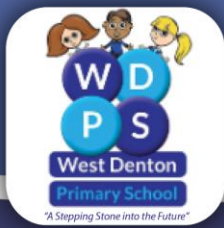
7	First Aid Training
8	Experience of working with children with SEN.

Part B: Assessment Stage

Items 1, 2, 3, 4 and 5 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Able to use language and other communication skills that children can understand and relate to
2	Able to empathise with the needs of children and in particular able to establish positive relationships with pupils
3	Able to consistently and effectively implement agreed behaviour management strategies
4	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
5	Able to work within and apply all relevant school policies and schemes of work
6	Able to supervise groups of pupils
7	Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills
8	Able to undertake routine supervision and marking
9	Able to use initiative and work independently at times
10	Able to work effectively as part of a team
11	Committed to achieving further professional development
12	<p>Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:</p> <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ appropriate use of authority and maintaining discipline ▪ able to work in partnership with other agencies



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13	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
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Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK within the 5 years prior to appointment
3	Barred list check
4	Medical clearance
5	Evidence of your right to work in the UK
6	Two references from current and previous employers (or education establishment if applicant not in employment)

The following methods of assessment will be used:

- Written task
- Observation
- Interview