



## Job Profile

<b>Position</b>	Teaching Assistant Level 2
<b>Salary Scale</b>	Grade 3. Scale point 7 £24,796 pro rata (Actual salary £6,948 per annum)
<b>Contract type</b>	Permanent
<b>Hours of work</b>	Thursday & Friday - 12 hours per week 8.45am to 3.15pm (30-minute unpaid lunch break) Term Time (including INSET days) (45.05 paid weeks per year)
<b>Responsible to</b>	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.

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Headteacher's signature

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Date

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Postholder's signature

\_\_\_\_\_  
Date