

Job description Teaching Assistant (Band 2 – Secondary School)

Job purpose

- To work under the direction of the Lead TA, or the Head Teacher, to support teaching and learning usually within the classroom to maximise the participation of pupils in the social and academic processes of the school.
- Working under the direction of the teacher/senior staff, encourage pupils to become more independent learners and help to raise achievement and attainment for all pupils.
- This may be done in the form of one to one support, working with small groups or the whole class, to help raise the standard of achievement for all pupils, including pupils with Special Educational Needs and Disabilities (SEND).

Duties, responsibilities and key tasks

Key Duties:

- Support pupils' learning activities for children with additional learning needs.
- Establish and maintain relationships with individuals and small groups by using effective communication to enable them to access the curriculum.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom.

Support the pupil by:

- Undertaking learning activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging acceptance and inclusion of the child with special needs, while promoting and reinforcing the child's self-esteem.

Support the Teacher by:

- Providing support for learning activities by monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Keeping records of the children's development as required by the school.
- Providing general support to the teacher in the management of pupils and the classroom and on educational visits.

Support the school by:

- Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- Being aware of school's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.



- Performing any task or duty under the reasonable direction of the Lead Teaching Assistant or a member of the School's Senior Leadership Team.

General

The duties and responsibilities of this role have been developed with due consideration to the Supporting Teaching and Learning National Occupational Standards (STL NOS).

The standards appropriate to this role are: STL1, STL2, STL3, STL4, STL5, STL6, STL7 and STL8.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.



Person Specification

Requirements	Essential	Desirable	Demonstrated By
1. Qualifications & Training	Applicants must have GCSE (or O Level) at Grade B or above in Maths and Grade C or above in English	Behaviour management qualifications and/or training	Application Form
2. Experience	Previous experience of working with primary school aged pupils 11 – 18 years		Application Form Interview
3. Skills	ICT literate – must be able to use Microsoft Office		Application Form
4. Knowledge	An excellent understanding of how children learn. Good English and Maths knowledge and understanding how to support children in all areas of learning Understanding of factors likely to impact on students' behaviour and well being	Safeguarding Policy and Procedure	Interview Task
5. Management	Able to manage own workload Able to prioritise Able to show initiative		Interview Task
6. Aptitude and Personal qualities	Excellent communication skills – empathy with children with the ability to relate well to staff and parents Ability to work effectively as part of a team, committed to making a difference Reliable, enthusiastic, highly motivated Calm and professional manner Helpful and resilient High standards		Application Interview Task

