Pendle
Education Trust

Teaching Assistant Level 2 (Key Stage 2) - Class based

Closing Date	Noon on 7th June 2022
Observation/Interview Date	16/17th June 2022
Salary	TA2 KS2 - Grade 5 (£20,043 - £22,1129 per annum pro-rata)- from 33.5 to 37 hrs term time only

Pendle Education Trust
Nelson and Colne College, Scotland Road, Nelson, BB9 7YT
Tel 01282 440 249 Email contact@pendleeducationtrust.co.uk
Company Registration Number: 08263591
Place of Registration: England and Wales

Job Description: Teaching Assistant Level 2 (Key Stage 2) – Class based

Role Specific

1. To support the personal needs of pupils and implement related personal programs including social, health, physical, hygiene, first aid and welfare matters
2. To deliver educational activities and programs of learning with individual and small groups of pupils, whilst promoting independent learning
3. To prepare and adapt teaching materials, resources and equipment, and assist pupils in their use
4. To participate, with teaching staff, in the planning and evaluation of learning programs for individual pupils
5. To establish a supportive relationship with pupils and parents, acting as a role model and being aware of and responding appropriately to individual needs
6. To encourage acceptance and inclusion of all pupils within the school, and to ensure all pupils have equal access to opportunities to learn and develop
7. To support pupils in increasing their self-confidence and independence through encouragement and the effective use of praise
8. To assist with instruction of pupils in the use of specialist equipment, including ICT and, where appropriate, the correct and safe use of tools and equipment
9. To support the school to maintain a positive learning environment
10. To monitor the progress, needs and behaviours of individual pupils and report these to teachers as necessary
11. To accompany other staff and pupils on visits, trips and out of school activities as required ensuring that pupils are appropriately supervised at all times

Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviors and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal may consider appropriate

Person Specification: Teaching Assistant (Primary)

Qualifications and Attainments

Level 2 Numeracy and Literacy qualification	Essential
4 GCSEs at grade C including Maths and English	Essential
Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB	Essential

Training, Experience and Knowledge

Understand the needs of children with SEND	Essential
Experience of working with children in education	Essential
Experience of using IEPs, ILPs and EHCPs	Essential
Understanding of classroom roles and responsibilities of Teaching Assistants	Essential
Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	Essential
Experience of basic administrative tasks	Desirable
Experienced/trained first aider	Desirable

Personal Skills and Attitudes

Have strong behaviour management skills	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity	Essential
Possess excellent communication and relationship building skills	Essential
Be a team player with the ability to work independently	Essential
Demonstrate a flexible, adaptable, resilient and results orientated approach	Essential
Ability to lead and manage own workload effectively, and be willing to undertake CPD relevant to the post	Essential
Suitability to work with children and young people	Essential
Ability to use computers and educational software packages	Essential

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