

ARNOLD ACADEMY

JOB DESCRIPTION

NAME:

JOB TITLE: Teaching Assistant – Level 2 (including Midday Supervisor role)

PAY SCALE: Grade 2A (Starting Point 3 – range 3-4)

HOURS:

RESPONSIBLE TO: Headteacher/Head of School/ SENDCo

JOB PURPOSE: Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

MAIN RESPONSIBILITIES:

1. Support pupils as directed by the Headteacher/SENDCo
2. To become familiar with and understand the specific needs of the child(ren) to be supported and provide learning support strategies to enable the best outcome for the child.
3. To attend to the educational, personal and social requirements depending on their needs.
4. To develop methods of promoting and reinforcing self-esteem.
5. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
6. Assist in devising and extending educational activities; including contributing to the development and implementation of individual learning plans and EHCPs.
7. Contribute to assessment and record keeping of pupils' progress and achievements.
8. To participate in the evaluation of support programme.
9. To provide regular feedback about the children to the class teacher and SENDCo.
10. To assist in maintaining high standards of classroom behaviour by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour.
11. To establish a supportive relationship with children.
12. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher.
13. Under agreed academy procedures to assist with programmes of personalised special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
14. To work collaboratively with colleagues as part of a professional team.
15. Where appropriate, to develop a relationship to foster links between home and academy.
16. To be aware of, and follow, academy policies and procedures.
17. To be aware of any Health and Safety issues that may affect your work.
18. To attend safeguarding and Child Protection training and follow agreed academy procedures.
19. To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.
20. To perform a weekly break duty.
21. To attend team meetings, participate in performance management arrangements and undertake training and development activities.
22. To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential or sensitive information.
23. To keep up-to-date and informed about recent developments in your job; to participate in annual professional development opportunities and to attend relevant in-service training.
24. To undertake tasks of a similar nature and level, as directed by the Headteacher, which may be determined from time to time.