

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

<b>Job Title:</b>	Teaching Assistant L2
<b>Grade:</b>	3 (Point 5 – 6)
<b>Salary:</b>	£21,575 - £21,968 per annum
<b>Responsible to:</b>	
<b>Responsible for:</b>	
<b>Key Relationships/ Liaison with:</b>	SENCO, Teaching staff, other Teaching Assistants, external agencies
<b>Job Purpose:</b>	To work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and groups of pupils.
<b>Occupational Standards:</b>	Teaching Assistant Professional Standards
<b>Main Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.</li> <li>• To work under the direct / indirect supervision of a teacher to plan, deliver and evaluate learning activities for groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.</li> <li>• To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.</li> <li>• To promote the development of pupil's self-reliance, self-esteem and emotional resilience.</li> <li>• To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.</li> <li>• To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.</li> <li>• To promote the development of positive relationships and acceptable behaviour in accordance with school policy.</li> <li>• To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.</li> <li>• To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.</li> <li>• To prepare and utilise ICT resources to support pupils learning.</li> <li>• To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.</li> <li>• To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.</li> <li>• To provide support for bilingual / multilingual pupils if required.</li> </ul>	

**OPPORTUNITY, AMBITION, KNOWLEDGE**

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- To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
- To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To assist volunteers based in your work area, as appropriate.
- To encourage participation in structured and unstructured learning activities, including play.
- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements and assist in the implementation and evaluation of the plans.
- To lead an extra-curricular activity under the direction of the school but with limited direct supervision.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and wellbeing.
- To actively engage in own professional development and participate in the Trust's performance management arrangements.
- To proactively research CPD opportunities to enhance own knowledge and skills.
- To undertake additional duties as required, commensurate with the level of the job.

<b>Teaching Assistant L2 – Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 qualifications in Maths / Numeracy and English / Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Teaching Assistant qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting teaching and learning in a formal setting</li> </ul>	<ul style="list-style-type: none"> <li>• Able to demonstrate the ability to meet the Teaching Assistant Professional Standards</li> </ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and health and safety procedures</li> <li>• Good written and verbal communication skills</li> <li>• Good interpersonal skills</li> <li>• Ability and willingness to undertake professional development</li> <li>• Ability to demonstrate empathy with young people</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding issues and ability to follow all Trust procedures relating to this</li> <li>• A commitment to the Trust's aims &amp; values</li> <li>• Hold positive values and attitudes and adopt high standards of behaviour in a professional role</li> <li>• Demonstrable commitment to teamwork and whole Trust improvement</li> <li>• Integrity</li> <li>• Self-motivated</li> </ul>	