



**Steel City**  
Schools Partnership

Recruitment

information for the  
position of

**Level 2 Teaching Assistant**  
**Bankwood Primary**



**The Trustees of Steel City Schools Partnership are looking to recruit a number of skilled and inspirational practitioners as soon as possible to complement the educational support staff team in place at Bankwood Primary.**

**The working pattern is 32.5hrs / 39weeks.**

**We have positions available in EYFS, KS1 & KS2.**

*Grade 3, £25,583 – £25,989. Actual salary, £19,328 - £19,365 (pay award pending)*

**Role Expectations:**

To work with an existing team of Teaching Assistants led by the Inclusion Lead / Leadership Team, to implement work programmes with individuals / groups, in or out of the classroom.

**Relevant Qualifications:**

- Good literacy/numeracy skills
- NVQ 2 for Teaching Assistants (EYFS) or equivalent qualifications or experience

The successful applicant must have the ability to work as an effective team member, be well organised, and have the ability to communicate with children and adults in a constructive and effective way.

We are looking for individuals who are lively and enthusiastic and who have the following philosophy:

- Committed to excellence within their work in school and across the partnership
- Committed to child centered education

**Application Information:**

Closing Date: Wednesday 8<sup>th</sup> July – 12 noon.

Interview Date - TBC

For further information and / or to arrange a visit please contact:  
the School Office on 0114 239 6711

**We expect the successful candidate to work within our collaborative spirit and ethos, by building on the successes of the individual schools by working in conjunction with others to raise standards and enhance the outcomes for the pupils, families and communities we serve.**

**We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.**

**We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.**

## **JOB DESCRIPTION FOR POST OF LEVEL 2 TEACHING ASSISTANT**

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.

<b>POST TITLE</b>	<b>TEACHING ASSISTANT - LEVEL 2</b>
<b>GRADE</b>	<b>3</b>
<b>RESPONSIBLE TO</b>	<b>HEADTEACHER</b>
<b>PURPOSE OF JOB</b>	<p>To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.</p> <p>Work may be carried out in the classroom or outside the main teaching area</p>
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good literacy/numeracy skills</li> <li>• NVQ 2 (EYFS) for teaching assistants or equivalent qualifications or experience</li> <li>• Training in the relevant learning strategies e.g. literacy</li> <li>• Pediatric First aid training/training as appropriate</li> </ul>

### **MAIN DUTIES AND RESPONSIBILITIES**

<b>SUPPORT FOR PUPILS</b>
<ol style="list-style-type: none"> <li>1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>3. Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>4. Promote the inclusion and acceptance of all pupils</li> <li>5. Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>6. Set challenging and demanding expectations and promote self-esteem and independence</li> <li>7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li> <li>8. Provide intimate care when required</li> <li>9. Allocated key worker for the child and family</li> </ol>

### **SUPPORT FOR THE TEACHER**

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
3. Assist with the planning of learning activities
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
9. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### **SUPPORT FOR THE CURRICULUM**

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### **SUPPORT FOR THE SCHOOL**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
9. Any other related duties as may arise.

Any other duties and responsibilities appropriate to the grade and role.