



## Teaching Assistant Level 2

### Job Description

#### Details of Post

**Title:** Teaching Assistant Level 2

**School / Trust:** Condover CE Primary School - DHMAT

**Reporting to:** Executive Headteacher / Deputy Head

**Main Workplace:** Condover CE Primary School

**Grade and SCP:** Grade 5 / SCP 6 – 7

**Contract type:** Permanent

**Contract term:** Full time

**Contract hours:** Mon – Fri – 8.30am – 3.30pm to include a 30 mins unpaid lunch break. Plus 30 mins lunchtime supervision (separate contract).

#### Safeguarding requirement:

Condover CE Primary School is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

#### Purpose of Post

Condover is a small, rural primary school and is part of a well-established community. At our school we believe that all children should have access to an excellent education that gives them the best start to their lifelong learning. The well-being of our children is central to the effective and inclusive education that we provide. We provide ourselves on maintaining our family ethos within our small school, where every individual is known and valued as a member of our school family.

An exciting opportunity has arisen for a Level 2 Teaching Assistant. We are seeking a warm, friendly and positive individual to join our team. They will work under the guidance of the teaching staff, and within an agreed system of supervision, to support access to learning for pupils and to assist the teacher in the management of pupils and the classroom, including support for individual Education Health Care



Plans (EHCP's). This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Work with pupils will be carried out in the classroom, or in one of our breakout areas.

The successful candidate will provide assistance to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented with the Teaching Assistant taking responsibility for specific learning activities under an agreed system of supervision.

At times, the Teaching Assistant may be required to supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

At Condover CE Primary School we value our staff and believe that the successful candidate will be an ambassador for our school and will embody the value, vision and ethos of our school in all interactions.

## **Principal Duties and Responsibilities**

### **1. Support for pupils**

- Attend to pupils' personal needs and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- Supervise and support pupils, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage in learning activities.
- Set challenging and demanding expectations for pupils and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

### **2. Support for the teacher**

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.



- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- Establish constructive relationships with parents / carers.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Maintain records as requested.
- Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement / progress.
- 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.
- Provide general clerical / administrative support e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

### **3. Support for the curriculum**

- Support pupils in understanding instructions.
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- Support pupils in using ICT and develop pupils' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use.
- Monitor and manage stock and supplies, cataloguing as required.

### **4. Support for the school**

- 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.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.



## 5. Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

## 6. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

## 7. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

## 8. Other Duties

- Any other duties that the EHT / SLT / Trust / LAB members / Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## 9. Review and Signatures

- This job description is subject to review by the EHT / SLT / Trust / LAB members / Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person specification

### Essential criteria

1. Teaching Assistant NVQ Level 2 or have completed training of a similar standard
2. Ability to plan and organise effectively
3. A good knowledge of school-based education including child development
4. Good communication skills and ability to relate well to children, staff and parents



5. Evidence of working well as part of a team
6. ICT and the willingness to update skills and undertake further training
7. Sufficiently fluent in spoken English to ensure effective performance in the role
8. Ability to bring to the role, initiative, enthusiasm and commitment
9. Flexibility and reliability
10. Willingness to develop skills with further training
11. Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check

#### **Desirable criteria**

1. 5 G.C.S.E. or equivalent, including Maths and English
2. First Aid qualification
3. Teaching Assistant Induction Training
4. Some experience of classroom administration support
5. At least 2 years relevant work experience working in a relevant setting
6. Knowledge of national learning strategies including literacy and numeracy
7. Specialist skills, training or experience e.g. Art, Music, ICT, display etc.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**