



Teaching Assistant (level 2)

Queens Church of England Academy



Queens Church of England Academy
Bentley Road
Nuneaton
Warwickshire
CV11 5RL

Level 2 Teaching Assistant

32.5hrs per week

Grade F (SCP 7-10)

Together, pursuing life in all its fullness

Level 2 Teaching Assistant

The Trust is looking to appoint an inspirational and highly effective Teaching Assistant who is committed to supporting Queens C of E Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £26,403 per annum FTE
- Eligibility to join the pension scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. ***Visits to the school are highly encouraged and you are invited to contact Daneil Chadwick, Head of School, via the school office to arrange a convenient time/date.***

Completed applications and supporting documents should be submitted via My New Term where you will also find the closing date for the vacancy.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place as soon as possible after the advert has closed and shortlisting has been completed.

Job Description

Working under the overall direction of the responsible teacher and SENDCo, assist and support teaching and learning, provide for general care, safety and welfare of pupils and work with individuals or groups of pupils with complex health care and/or learning needs.

JOB DETAILS

The post will be included in the MAT performance review scheme and salary progression will be linked to the outcomes of the scheme. The job description is not necessarily a comprehensive definition of the post, it will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Main Activities

You will be expected to:

- Contribute to curriculum evaluation and assist in implementation.
- Assist with lesson/activity planning, delivery and evaluation.
- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required.
- Support individuals or groups during independent work/group work.
- Occasional support to whole class for short periods.
- Undertake agreed learning activities/teaching programmes, adjusting according to pupil responses/needs.
- Support and use ICT in learning activities and develop pupils' competence and independence in its use.
- Monitor individual/group achievements of key objectives and feedback to the teacher.
- Contribute to pupil assessment through observation and reporting.
- Record information relevant to assessment and review of pupil's progress.
- Undertake routine and non-routine administrative tasks.
- Help pupils develop communication skills and role play activity.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem.
- Assist in the personal, social, emotional development of pupils and development of self-esteem.
- Assist with the development and implementation of IEPs/behaviour plans.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns.
- Assist with pupil intervention strategies following training, e.g. team teach.
- To provide personal/hygiene support to pupils as required by personal plans.
- Attend review meetings where relevant for individual pupils including those connected to Education and Health plans.
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Liaise with specialist teachers and other professional staff and share and provide information.
- To undertake first aid training and provide first aid cover if required.
- To provide midday supervision of pupils, including supervision of the dining room and playground, and promotion of positive play activities under the supervision of the senior midday supervisor.
- Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Understand the schools policies relevant to the specialists subject/support provided and how they relate to local and national frameworks/policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

- To attend relevant CPD.
- To keep informed of school policy and updated information.
- To participate in the MAT performance review system for your designation.

DEVELOPING SELF AND WORKING WITH OTHERS

Effective relationships and communication are important in a school role and you will be expected to manage yourself and your relationships well. Through performance management and effective continuing professional development practice you will be expected to achieve high standards. You will be committed to your own continuing professional development.

This will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.
- Ensuring own CPD includes developments in education.
- Develop and maintain a culture of high expectations for self.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload to allow for reflection and an appropriate work/life balance.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, employees are expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

KEY ORGANISATIONAL ACTIVITIES

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

STRENGTHENING THE COMMUNITY

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.

- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Be a part of creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Be a part of building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Office Assistant plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

Queens **will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment are adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification – TA L2

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Training						
1	A good general education, including GCSE English and Maths or equivalent.	√		√		
2	Hold a recognized and relevant NVQ Level 2		√	√		
3	Evidence of continuous professional development relating to curriculum, teaching and learning		√	√		
Professional Experience and Knowledge						
1	Have good communication and listening skills and be able to present information verbally and in writing to others.	√		√	√	
2	Have attended further training on aspects of the curriculum or areas of specific special need	√		√	√	
3	Understand schools' policies and how they relate to local and national frameworks/policies, e.g. (child protection, health and safety, equal opportunities, SEN, etc.)	√		√		
4	Can plan own work when required	√		√		
5	Can transfer theory/training into practice	√		√		
6	Can solve problems and can exercise initiative and independent action	√		√	√	
7	Is proactive in offering ideas	√		√		
8	A commitment to professional development	√		√	√	
Skills and Abilities						
1	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the school	√		√	√	
2	Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	√		√	√	
3	An exemplary record of health and punctuality	√		√	√	√
4	To ensure effective curriculum delivery through differentiation	√		√	√	
5	To work collaboratively and effectively as part of a team	√		√		
6	To work with colleagues in providing for the intellectual, physical, social, spiritual and emotional needs of the children	√		√	√	