



"Educating for the future, Step by Step"

Headteacher  
Joshua Gershwin-Williams

Deputy Headteacher  
Mike Tebbutt

### **JOB DESCRIPTION LEVEL 2 TEACHING ASSISTANT**

<b>Name:</b>	<b>Starting Date:</b>
<b>Salary Grade: E4-6</b> £25,185.00- £25,989.00 FTE <b>Actual Salary: £18,943.43</b>	<b>Status of Post:</b>
<b>Responsible to:</b> Class Teacher / Department Leader	<b>Review Date:</b> In line with cycle of appraisal / performance management
<b>Responsible for:</b> Supporting Learning and Teaching	<b>Hours: 32.5 hours per week</b> <b>39 weeks per year</b>
<b>Responsibilities:</b> Learning and Teaching	<b>Subject:</b> Classroom support

This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

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. Work may be carried out in the classroom or outside the main teaching area.

## Core purpose

To support the provision of a high quality educational experience for all students, including provision for health, safety and welfare in line with current pay and conditions document and National Standards for Teaching Assistants

**Wren Spinney School, Westover Road, Kettering, NN15 7LB**

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### Support for Pupils:

- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities
  - Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes, including toileting, washing, dressing, eating, individual feeding programmes
  - Establish constructive relationships with pupils and interact with them according to individual needs
  - Promote the inclusion and acceptance of all pupils
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- To assist, where appropriate, integration links and community skills
  - Encourage pupils to interact with others and engage in activities led by the teacher
  - Set challenging and demanding expectations and promote self-esteem and independence
  - Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
  - Use ICT effectively to support learning
  - In partnership with the appropriate therapists have a significant role in the implementation of individual therapy programmes.

## Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- To be a team member managing a consistent approach when working with pupils with challenging behaviours.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- 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

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- Establish constructive relationships with parents/carers
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## Support for The Curriculum

- 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 recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Participate in swimming sessions as required and act as a lifeguard within the sessions if suitably qualified and as requested.
- Become familiar with and employ the communication styles used throughout the school
- If a qualified driver, drive the school minibs following a driver's assessment, as and when appropriate. (please note – no person should be compelled to drive the minibs against their wishes)

### 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 all pupils have equal access to opportunities to learn and develop
- Supervise pupils on arrival and departure from school, including helping pupils on and off transport.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

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- Attend and participate in relevant meetings as required
- Undertake any other duties which may be reasonably required by the Headteacher after consultation with the post holder.
- 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 lunchtime
- 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

*Wren Spinney is committed to safeguarding and promoting the welfare of pupils and applicants must be willing to undergo child protection screening (Enhanced Disclosure & Barring Clearance), checks with past employers and Health Screening.*

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Wellbeing Award  
for Schools

2024-2027



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**Person Specification:**

<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with young people with SEN</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> <li>Completion of DfES Teacher Assistant Induction Programme</li> <li>NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> <li>Training in the relevant learning strategies e.g. literacy</li> <li>First aid training/training as appropriate</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning</li> <li>Use of other equipment technology – video, photocopier</li> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> <li>Basic understanding of child development and learning</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Ability to relate well to children and adults</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>

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