

## Job Description: Level 2 Teaching Assistant



<b>Title of Post</b>	<b>Level 2 Teaching Assistant</b>
<b>Post Status</b>	Permanent, Full Time
<b>Salary/TLR/ Allowance</b>	Grade 5, SCP 6 to 7 – £25,583 to £25,989 (pro rata)
<b>Reporting to</b>	Resource Provision Lead and SEND Teacher
<b>Responsible for</b>	n/a

### Main Purpose

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom.

### Duties and Responsibilities

#### 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.

#### Support for the Teacher/HLTA

- 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 pupils' 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 / admin. support e.g., administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

### **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, 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.

### **Support for the School**

- Be aware and adhere to all school policies and procedures.
- To establish and maintain effective relationships and communication with staff, parents and pupils.
- To uphold the high standards of the school in all communications.
- To play a full part in the life of the school community, supporting its mission and ethos.
- To take part in marketing and liaison activities such as open evening, parents' evenings and liaison events as required.
- To comply with employees' code of conduct.
- To engage actively in the staff review and development process.
- Be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- If required be prepared to attend in-service sessions to further own skills and knowledge.
- Working to establish positive relationships with colleagues, pupils and parents.
- Providing informal assistance to less experienced colleagues.
- To undertake professional development.
- Other such duties as required by the Headteacher in accordance with responsibility.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 for Teaching Assistants or equivalent qualification or a similar level of experience.</li> <li>5 GCSEs or equivalent, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Teaching Assistant Induction Training</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>Minimum 2 years' experience working with or caring for students of a relevant age in an educational setting.</li> <li>General understanding of the National Curriculum and other basic learning programmes and techniques.</li> <li>Basic understanding of child development and learning</li> <li>Awareness of inclusion and vulnerable groups in a school setting.</li> </ul>	
<b>Knowledge, and Understanding</b>	<ul style="list-style-type: none"> <li>The ability to provide support for all students, including those with special needs, ensuring their safety and access to learning activities.</li> <li>Promote good behaviour, dealing promptly with conflict and incidents in line with the agreed school policies.</li> <li>Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Good communication skills and ability to relate well to children, staff and parents.</li> <li>Evidence of working well as part of a team.</li> <li>ICT and the willingness to update skills and undertake further training.</li> <li>Sufficiently fluent in spoken English to ensure effective performance in the role.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to bring to the role, initiative, enthusiasm and commitment.</li> <li>Flexibility and reliability.</li> <li>Willingness to develop skills with further training.</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	