

MATRIX ACADEMY TRUST

Job Description – Teaching Assistant Level 2

Reports to:	Deputy Headteacher
Salary:	Scale Group 7 Spine Point 25-28
Main Purpose:	To support teaching and learning by working under the guidance of teachers or senior staff to deliver planned learning activities for individuals or groups, both inside and outside the classroom. This role involves assisting with lesson planning, preparation of resources, and the management of learning environments.
Main Activities:	Support For Pupils • Use specialist (curricular/learning) skills/training/experience to support pupils • Assist with the development and implementation of Individual Behaviour Plans • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils in relation to progress and achievement • Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters as required Support For The Teacher • Work with the teacher to establish an appropriate learning environment. • Provide objective and accurate feedback as required to the teacher on pupil achievement, progress and other matters. • Be responsible for keeping and updating records as agreed by the teacher, contributing to reviews of system/records as requested. • Undertake marking of pupils work and accurately record achievement/progress, under the direction of the teacher. • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Liaise sensitively and effectively with parent/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents. • Administer and assess routine tests and invigilate exams/tests • Provide general clerical/admin support e.g. administer coursework; produce worksheets for agreed activities etc. Support For The Curriculum • Implement agreed learning activities/teaching programmes, adjusting according to pupils' responses/needs. • Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Help pupils to access learning activities through specialist support • Determine the need for, prepare and maintain general and specialist equipment and resources

	Support For The School • Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware 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 • Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils. • Attend and participate in regular meetings within normal contractual hours • Participate in training and other learning activities as required. • Recognise own strengths and areas of expertise and use these to advise and support others. • Undertake planned supervision of pupils out of school hours learning activities • Supervise pupils on visits and out of school activities as required • Drive school vehicles (subject to relevant licenses). • Administer prescribed medication (under the supervision of the Medical Teaching Assistant).
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Good numeracy/literacy skills	E	A/I/S
NVQ 2 in supporting Teaching and Learning in Schools or equivalent qualification or experience	E	A/I/S
Training in relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	E	A/I/S
Appropriate first aid training and Team Teach training/equivalent (or willing to train)	E	A/I/S
Able/willing to drive school vehicles	D	A/I/S
Experience and Knowledge		
Experience of working with children of relevant age	E	A/I/S
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	I/S
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	E	A/I/S
Understanding of principles of child development and learning processes	E	I
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages to support learning	E	A/I/S
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I/S
Self-motivated and enthusiastic	E	A/I/S
An ability to remain calm when under pressure	E	I/S
Flexible approach to work and prepared to undertake routine tasks outside of the classroom (under direction of the Teacher)	E	A/I
Ability to self-evaluate learning needs and actively seek learning opportunities	E	I
Ability to relate well to children and adults	E	I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	A/I
An awareness of, and commitment to, equality of opportunity	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).