



Teaching Assistant Level 2



Harbour
Learning
Trust

Job Description :

TEACHING ASSISTANT LEVEL 2

Contract type:	Permanent
Salary:	Scale 2, Points 3-4 £24,796 - £25,185 (FTE) £18,546 - £18,837 Actual
Reports to:	Principal
Location:	Hartsholme Academy, Lincoln

Purpose of Post

To work with groups or individual children and young people as directed, providing support to the Principal and Teacher across a range of child centred activities which promote child development and learning. This post will take responsibility for some specific teaching and learning tasks within a classroom setting.

Main duties and responsibilities

- Supervise and provide learning support for groups or individual pupils with or without special needs ie phonics groups
- Assist with the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management;
- Supporting the teacher in the preparation of the classroom environment;
- Promote development and learning in the pupils you support (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development;
- Uphold policies and procedures relating to child protection and data protection.
- Assist with the movement of children in and around the school;

General;

- To undertake any training commensurate to the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trusts Equal Opportunities Policy
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications & Training	<ul style="list-style-type: none"> • GCSE Grade C or equivalent in English and Maths 	<ul style="list-style-type: none"> • Evidence of continuous professional development and training • Level 2 Award in Support Work in Schools. • Level 2 Award/Certificate in Supporting Teaching and Learning in Schools. (Induction Training for Teaching Assistants & Support Staff).
Experience	<ul style="list-style-type: none"> • Experience of working within an educational environment 	<ul style="list-style-type: none"> • Previous experience in supporting children of relevant age.
Professional knowledge & understanding	<ul style="list-style-type: none"> • Knowledge of safeguarding procedures • A good understanding of the national Key Stage (KS) curriculum and child development and learning. 	<ul style="list-style-type: none"> • The ability to use a computer and the main office software packages competently such as Microsoft Excel, Word and PowerPoint.
Skills	<ul style="list-style-type: none"> • The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships with pupils and understanding their needs • Ability to work unsupervised and on own initiative • Ability to work as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> • A flexible and positive approach and a strong work ethic • Excellent time management and organisational skills • Attention to detail • High integrity with an ethically sound approach to building internal and external relationships • A commitment to the DANCE values • Friendly and approachable 	

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.