



JOB DESCRIPTION

Post Title:	Teaching Assistant Grade 2
Grade:	Grade 2
Reporting to:	Headteacher / SENCo / Class Teacher
Conditions of Service:	25 hours TA2 + 5 hours lunchtime supervisor per week. PERMANENT Term time only. To include 5 training days.

MAIN PURPOSES OF THE JOB

- To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs.
- To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals/groups, in or out of the classroom.
- Staff may also undertake 'Cover Supervision', i.e. supervise whole classes occasionally during the short-term absence of teachers. The primary focus whilst undertaking cover duties will be to maintain good order and to keep pupils on task with work that has been set. Cover Supervisors will need to respond to questions and generally assist pupils to undertake learning activities.

MAIN RESPONSIBILITIES AND TASKS

Under the direction of the classroom teacher the Teaching Assistant may be required to provide:

SUPPORT FOR PUPILS

- Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to individual needs
- Promote the inclusion, acceptance and safeguarding 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.
- Supervise and support pupils ensuring their safety and access to learning.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Support the teacher in managing pupil behaviour, reporting difficulties and implementing provisions as appropriate.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress if required and in line with the marking policy.

- 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 parents/carers as agreed with the teacher within your role/responsibility

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Prepare and maintain equipment/resources either as directed by the teacher or as required for intervention provision and assist pupils in their use.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities as directed by the class teacher or SENCo

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.
- 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.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as required.

OTHER DUTIES

- To contribute to the positive team atmosphere and public image of the academy.
- To act professionally and with integrity at all times.
- To assist with the general care and welfare of all pupils striving to maintain a happy safe environment at all times.
- To adhere to and maintain academy routines and codes of conduct, including confidentiality.
- To support the aims and ethos of the academy at all times.
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities.
- To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake Health and Safety duties commensurate with the post and / or as detailed in the DoWMAT Health and Safety Policy.
- To support lunchtime duties

GENERAL

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.

- DoWMAT is committed to safeguarding and promoting the welfare of children and, as such, requires all staff and volunteers to share this commitment.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the DoWMAT Equality Policy and Code of Conduct. All employees are expected to be committed to these.
- DoWMAT academies are a non-smoking environments.

QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED

- Good numeracy / literacy skills.
- Effective use of ICT packages.
- Full working knowledge of relevant policies / codes of practice / legislation.
- Enthusiasm for an enjoyment of working with pupils.
- Ability to use own initiative and manage own workload.
- Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these.

DoWMAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of a satisfactory DBS Enhanced Disclosure, two positive references, medical clearance and evidence of appropriate qualifications.

PRINCIPAL CONTACTS

Pupils, Parents / Carers, Headteacher, Classroom Teachers, Teaching / Support Assistants, EWO, Clerical Assistants, other professional groups, Local Academy Board members.

NOTES

The Leadership of the Academy Trust reserve the right to alter the content of this job description, after consultation, to reflect changes to the job without altering the level or responsibility.

Signed (Issued by): _____ Date_____

Signed (Received by): _____ Date_____

PERSON SPECIFICATION TA Grade 2

	Essential/ Desirable (E/D)	Method of Assessment A =Application I =Interview R = Reference C = Certificate
QUALIFICATIONS AND TRAINING		
GCSE or equivalent level, including a Grade 4 (previously Grade C) in English and Maths	D	A/C
First-aid training, or willingness to complete it	D	A/C
EXPERIENCE		
Experience working in a school environment or other educational setting	D	A
Experience working with children / young people	D	A
Experience of planning and delivering learning activities with pupils	D	A
Experience of planning and leading teaching and learning activities (under supervision)	D	A
SKILLS AND KNOWLEDGE		
Good literacy and numeracy skills	E	A/I
Ability to build effective working relationships with pupils and adults	E	A/I
Skills and expertise in understanding the needs of all pupils	D	A/I
Knowledge of how to help adapt and deliver support to meet individual needs	D	A/I
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	D	A/I
Excellent verbal communication skills	E	A/I
Active listening skills	E	A/I
The ability to remain calm in stressful situations	E	A/I
Knowledge of guidance and requirements around safeguarding children	E	A/I
Good ICT skills, particularly using ICT to support learning	D	A/I
Understanding of roles and responsibilities within the classroom and whole school context	E	A/I
Understanding of effective teaching methods	D	A/I
Knowledge of how to successfully lead learning activities for a group or class of children	D	A/I
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	D	A/I
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	D	A/I

PERSONAL QUALITIES		
Enjoyment of working with children	E	A/I/R
Sensitivity and understanding, to help build good relationships with pupils	E	A/I/R
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	E	A/I/R
Commitment to maintaining confidentiality at all times	E	A/I/R
Commitment to safeguarding pupil's wellbeing and equality	E	A/I/R
Resilient, positive, forward looking and enthusiastic about making a difference	E	A/I/R
Capacity to inspire, motivate and challenge children and young people	E	A/I/R
Supportive of the Christian ethos of the school and the trust	E	A/I/R