



## **Job Description and Person Specification**

|                        |                                 |
|------------------------|---------------------------------|
| Post title:            | SEND/Teaching Assistant Level 2 |
| Accountable to:        |                                 |
| Grade:                 | DFT 2                           |
| Post holder name:      |                                 |
| Post holder signature: |                                 |

## ROLE OVERVIEW:

To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.

To provide general support to the class teacher in the organisation and management of pupils and the classroom.

To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.

To promote the inclusion of all pupils, including those with SEND, ensuring they have equal access to opportunities to learn and develop.

To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## KEY ACCOUNTABILITIES:

### SUPPORT FOR THE TEACHER

- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use given strategies, in liaison with the teacher and under their guidance, 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 pupils 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.
- Establish constructive relationships with parents/carers.
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.
- 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.

### SUPPORT FOR CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses.
- Undertake pre-defined programmes linked to the national curriculum e.g. English, mathematics, 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 routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use.

## SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- 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 with others and engage in activities led by the teacher.
- Deliver given strategies that 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.

\*\*For training and development purposes, a Teaching Assistant Level 2 may be given the opportunity to supervise the whole class and deliver pre prepared activities under the guidance of the class teacher.

## SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

## CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATION: SEND/TEACHING ASSISTANT LEVEL

2

| Education & Qualifications                                                                                                                   | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| NVQ Level 2 or equivalent in a related area                                                                                                  | ✓         |           |
| Good Numeracy and Literacy Skills                                                                                                            | ✓         |           |
| Ability and willingness to participate in training                                                                                           |           | ✓         |
| First Aid                                                                                                                                    |           | ✓         |
| Knowledge & Experience                                                                                                                       |           |           |
| Experience of working with relevant age groups within a learning environment                                                                 | ✓         |           |
| Understanding of Classroom roles and responsibilities                                                                                        | ✓         |           |
| Knowledge of school policies and procedures                                                                                                  | ✓         |           |
| Experience of providing one to one support                                                                                                   |           | ✓         |
| Skills & Abilities                                                                                                                           |           |           |
| Ability to encourage pupils to participate in or complete tasks                                                                              | ✓         |           |
| Ability to work as part of a team                                                                                                            | ✓         |           |
| Ability to relate well to children                                                                                                           | ✓         |           |
| Able to use basic ICT including computer, audio, video equipment and photocopier                                                             | ✓         |           |
| Ability to provide necessary personal care to children                                                                                       | ✓         |           |
| Ability to communicate clearly                                                                                                               | ✓         |           |
| Personal Attributes                                                                                                                          |           |           |
| Displays sensitivity to pupils needs                                                                                                         | ✓         |           |
| Ability to maintain confidentiality                                                                                                          | ✓         |           |
| Customer focussed.                                                                                                                           | ✓         |           |
| Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.                                 | ✓         |           |
| Open, honest and an active listener.                                                                                                         | ✓         |           |
| Takes responsibility and accountability.                                                                                                     | ✓         |           |
| Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations. | ✓         |           |
| Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.               | ✓         |           |

|                                                                                                                                                                                                    |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Is committed to the provision and improvement of quality of service provision.                                                                                                                     | ✓ |   |
| Is adaptable to change/embraces and welcomes change.                                                                                                                                               | ✓ |   |
| Communicates effectively.                                                                                                                                                                          | ✓ |   |
| Committed to continuous personal development.                                                                                                                                                      | ✓ |   |
| <b>Commitment</b>                                                                                                                                                                                  |   |   |
| Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust | ✓ |   |
| Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.                     | ✓ |   |
| Committed to own continual professional development                                                                                                                                                | ✓ |   |
| <b>Other</b>                                                                                                                                                                                       |   |   |
| Ability to travel to other Trust sites                                                                                                                                                             |   | ✓ |
| Is fluent in the use of the English language                                                                                                                                                       | ✓ |   |