



Job Description and Person Specification



Level 2 Teaching Assistant

Grade 3

Purpose of Post

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

Reporting to Headteacher

Responsibilities

Support for Pupils

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
2. Supervise and support pupils to undertake agreed learning activities / programmes linked to local and national curriculum and learning strategies, e.g. literacy, numeracy, KS3 or early years.
3. Adjusting activities according to pupil responses and needs, including for those with special educational needs.
4. The role may include supporting and implementing pupils' personal programme, including social, health, physical, hygiene, and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
5. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher.
6. Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.
7. Support the implementation of Individual Education Plans and Behaviour Plans.
8. Promote self-esteem and independence amongst pupils.
9. Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with school policy.

Support for Teachers

10. Promote positive values, attitudes and good pupil behaviour. Deal promptly with conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.
11. Establish constructive relationships with parents and carers, promoting the School's home/school liaison policy.
12. Assist the teacher with the preparation of teaching and learning materials and resources.
13. Provide detailed feedback to teachers on pupils' achievement, progress, problems etc. as requested.



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14. Undertake pupil record keeping as requested, and assist with the collation of pupil reports as requested by the teacher, which may involve data inputting
15. Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
16. Assist with the display of pupils' work.
17. Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
18. Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required.
19. Provide administrative support for teachers, for example photocopying, filing, record-keeping, checking of deliveries, placing goods in stock, maintaining records of stock and production of work sheets for agreed activities.

Support for School

20. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support the achievement and progress of pupils.
21. Assist with activities outside the classroom, working as part of a team to supervise pupils and support Activity Leaders.
22. 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 a teacher.

Standard Duties

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. To uphold and promote the values and Christian ethos of the school.
3. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
4. Implement and uphold all policies, procedures and codes of practice of the school.
5. Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
7. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
8. To attend and participate in relevant meetings as appropriate.
9. Undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.



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This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



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Level 2 Teaching Assistant		Essential (E) / Desirable (D)	How identified
Education & Qualifications			
1.	NVQ 2 for Teaching Assistants or equivalent qualification or experience	E	A
2.	Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
3.	Willingness to undertake training in relevant learning strategies e.g. literacy/ Key Stage 3	E	A
4.	Paediatric First Aid certificate	D	A
Experience			
5.	Working with, volunteering or caring for children of a relevant age to those in the school	E	A / I
6.	Experience of working with learning resources and helping with their preparation to support learning programmes	D	A
7.	Experience of effectively using ICT and other technology such as digital recorders and photocopiers and resolving straightforward problems in their operation	E	A / I
Skills and Abilities			
8.	Interpersonal and communication skills to build and maintain effective relationships with all pupils and colleagues and to be able to liaise sensitively with parents and carers	E	A / I
9.	Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these	E	A / I
10.	To promote a positive ethos and good role model	E	A / I
11.	Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these	E	A / I
12.	To continually improve own practice/knowledge through self evaluation and learning from others	E	A / I
13.	Self-reliance, resourcefulness and the ability to work on own initiative.	E	A / I
Knowledge			
14.	Basic understanding of a child's development and learning.	E	A / I
15.	Understanding of the wider safeguarding agenda working with children and young people	E	A / I / T
16.	Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation and the responsibilities of the role within these for promoting pupils' welfare	D	A
17.	Understanding of the principles of child development and learning processes	E	A / I



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18.	Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A / I
<i>Work Circumstances</i>			
19.	Display a commitment to the protection and safeguarding of young people and children	E	A / I / T
20.	Support the Christian ethos of the school	E	A / I / T
21.	To work flexibly as the workload demands	E	A / I
22.	Occasional out of hours working to support school functions	E	A / I
23.	Willingness to undertake training as required as part of continuous professional development	E	A / I
<i>A – Application, I – Interview, T – Task</i>			

meets the essential criteria will be guaranteed an interview