

JOB DESCRIPTION

Job Description:	Teaching Assistant Level 2
Responsible to:	Executive Business Manager
Line Manager:	Pastoral Manager from relevant Key Stage
Grade:	G4 points 5-8
Hours:	Term time only (190 days) + plus 1 week – 32.5 hours per week
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	Under the direction of teaching/senior staff to undertake work/care/support programmes to support learners. The Aspire Federation has four sites based in Abram, Bryn, Hindley and Leigh. Whilst the post will initially be based at one site, please be advised that the post holder may be required to work across all of the federated sites.

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

- To support the progress of learners on a one to one basis or in a small group or in the classroom.
- To work with students on therapy or care programmes that are designed and supervised by a therapist.
- To attend to learners' personal needs including toileting, hygiene, dressing, eating and giving minor medical support.
- To assist with the development and implementation of Individual education/behaviour/ care plans/programmes.
- To establish constructive relationships with learners and interact with them according to individual needs.
- To promote the inclusion and acceptance of all learners.
- To promote good learner behaviour, dealing promptly in line with established policy and encourage learners to take responsibility for their own behaviour and encourage them to interact with others and engage in activities led by the teacher.
- To provide feedback to learner's in relation to progress and achievement under the guidance of the teacher.
- To give regular feedback to teachers on learner achievement, progress and learning.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of learners' work including preparation and tidying of the learning environment and resources.
- To monitor learner responses to learning activities and accurately record achievement/progress as directed.
- To provide clerical/admin support, for example, photocopying, collection of money.
- To assist with the supervision of learners out of lesson times, including before and after school as may be reasonably directed.
- To accompany teaching staff and learner's on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed. To carry out the duties in the most effective, efficient and economic manner available.
- To undertake Health and Safety Training on areas within the designated work area.

All Employees have the Responsibility to:

Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.



Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person, completing all relevant documentation.

Participate in training and other learning activities as required.

Participate in the Aspire Federation Performance Management process.

Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

To represent the Federation at events as appropriate.

To support and promote the Federation ethos.

To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

To undertake any other reasonable duties at the request of the Executive Business Manager.

The post holder may be required to work across any of the Federated School sites.

Signatures/Authorisation

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Executive Head : _____ Date _____

Signed Head of School (Landgate): _____ Date _____

Signed Head of School (Oakfield): _____ Date _____

Signed Executive Business Manager: _____ Date _____



PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	GCSE Maths and English Grade C or equivalent.	Some experience of working with children. Willingness to undertake a Teaching Assistant qualification. Willingness to undertake basic first aid	Application Form Interview Certificates References
Experience	Experience of working and interacting with children of a relevant age and or learning need	Knowledge/experience of how to support young people with special educational needs	Application Form Interview References Training
Knowledge/ Understanding	Basic knowledge of how to use ICT to support learning Understanding of how to use relevant equipment/resources Some knowledge of children's games and activities	Knowledge of Health and Safety Knowledge and understanding of providing support to children with special educational needs A knowledge of the national/foundation stage curriculum and other basic learning programmes Understanding of relevant policies, codes of practice and awareness of relevant legislation Basic understanding of child development and learning processes	Application Form Interview
Personal Skills, Abilities and Competencies	Ability to converse with and relate well to pupils with communication difficulties Ability to communicate well with adults Ability to work under supervision and as a team member Ability to work in accordance with the school's health and safety policies.	Ability to deal with minor injuries	Application Form Interview References



Legal Issues	Legally entitled to work in the UK		Application Form Interview ID
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