

HOPE SCHOOL

Name:

INTRODUCTION

JOB TITLE: Teaching Assistant Level 2

JOB PURPOSE: To work under the construction/guidance of 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.

HOURS: 32 hours 30 minutes per week - term time plus 1 additional week working 39 weeks per year.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with complex medical and special needs ensuring their safety and access to learning activities
- Attend to pupils' significant personal needs, including moving and handling, personal care and postural management and to provide advice to assist in their social, health and hygiene.
- Assist with the development and 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 all pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under teacher guidance
- Provide support for individual pupils in a mainstream setting as required

- Provide medical care for a child with complex health needs. This would involve undertaking competency based training with healthcare staff
- To carry out skilled medical interventions with the support of health and education staff, which would involve frequent use of medical equipment and devices
- To recognise and act on any changes in the child's health / presentation and respond accordingly

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil's work
- Use strategies, in liaison with the teacher, 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 and problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support for example, photocopying, basic word processing, filing, money, administer coursework

SUPPORT FOR THE CURRICULUM

- Deliver structured and agreed learning activities/teaching programmes, adjusting activities accordingly to pupil responses
- Deliver programmes linked to local and national strategies, for example literacy, numeracy Early Years etc recording achievement and feeding back to the teacher

- Support the use of ICT in learning activities and develop pupils' independence in its use
- Prepare, maintain and use those resources required to meet the relevant learning activities and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to overall ethos/works/aims of the school
- Appreciate and support role of other professionals
- Attend relevant meetings as may be reasonably directed
- Participate in training, other learning activities and performance development as may be reasonably directed
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as may be reasonably directed
- Accompany teaching staff and pupils on visits, trips and out of school activities as may be reasonably directed

EXPERIENCE

- Working with or caring for children of a relevant age and/or learning need

QUALIFICATIONS / TRAINING

- NVQ 2 or relevant qualification or experience in teaching assistance
- Training in the relevant learning strategies e.g literacy
- Requirement to complete DfES Teacher Assistant Induction Programme
- Basic First Aid training / training in specific medical procedures

KNOWLEDGE / SKILLS

- Good numeracy and literacy skills
- Effective use of ICT to support learning
- Use of relevant equipment / resources
- General understanding of the national/foundation stage curriculum and other basic learning programmes / strategies
- Basic understanding of child development and learning
- Understanding of relevant policies, codes of practice and awareness of relevant legislation
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate change in job requirements

Signed :

Date:

Signed :
(Headteacher)

Date:.....