**Level 2 Teaching Assistant – KS2**

**Fixed Term in 1st instance until**

**August 2024**

**8.15 a.m. – 3.15 p.m. – 5 days a week**

**31¼ hours per week term time only**

**¾ hour lunch break each day**

The staff and children are looking for a Level 2 Teaching Assistant to join our current team.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

**Closing Date: Friday 7th July 2023 – 9.00 a.m.**

**Shortlisting: Friday 7th July 2023 - a.m.**

**Interviews: Monday a.m. 10th July 2023**

To start Monday 4th September 2023.

An application pack can be accessed via Prospects online. Visits to the school are warmly welcomed and can be arranged by either emailing Julie Morton, School Business Manager at office@myrtlepark.bradford.sch.uk or telephoning 01274 564681.

We are committed to safeguarding and promoting the welfare of children.

This post is subject to an enhanced DBS check.

Proof of eligibility to work in the UK will be required.

Please note: CV’s will not be accepted for this post.

**Myrtle Park Primary School is fully committed to compliance with the requirements of the General Data Protection Regulation and the Data Protection Act 2018. To learn more about how we use your information, go to our Privacy Notice.**



**JOB DESCRIPTION – Level 2 Teaching Assistant**

Responsible to: Teacher/SENCO

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| **Job Purpose** |
| * A Level 2 Teaching Assistant will work under the direction of teaching / senior staff, usually (if required) alongside a child or group of children with specific SEND to foster the participation of all pupils in the social and academic processes of the school.
* They will enable pupils to become more independent learners and help to raise the standards of achievement for all pupils.
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| **Main duties and responsibilities** |
| **Support for pupils*** Support pupils’ learning activities, attend to additional learning needs, and help in development.
* Help with the care and support of pupils.
* Contribute to the health and well-being of pupils.
* Establish and maintain relationships with individual pupils and groups.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Assist pupils in accessing specific learning programmes as directed by the teacher.
* Modify activities to enable children they are working with to access the learning at their level.
* Support pupils’ in their individual learning and development, for example, in their acquisition of cognitive and learning skills;
* Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum.
* Attend to the pupils’ personal and learning needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
* Supervise and support pupils ensuring their safety and access to learning both indoors and outdoors.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others both indoors and outdoors and engage in activities led by the teacher.
* Encourage pupils to act independently as appropriate in order to benefit from indoor and outdoor learning experiences.

**Support for the teacher*** Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
* Undertake pupil record keeping as requested.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Gather/report information from/to parents/carers as directed.
* Provide clerical/admin support e.g. photocopying, filing, collecting money, setting up indoor and outdoor equipment etc.
* Contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required.
* Provide tailored support for learning activities.
* Support the use of ICT in the classroom.
* Contribute to the planning and evaluation of learning activities for individuals.
* Show a commitment to accessing relevant to support them in their training and specific training for the children they are working closely with.

**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.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including break times and lunchtimes.
* Accompany teaching staff and pupils on visits and out of school activities as required.
* To participate actively in supporting the principles and practice of equality of opportunity as laid down in the School’s Policy.
* To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate and to comply with the school Health and Safety Policy.
* To carry out any other reasonable duties and/or times of work as may be reasonably required of you in accordance with the grade and general level of responsibility within the school.
* Develop effective working relationships with colleagues and parents.
* Recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body and the LA.
* Assist the teaching staff in the smooth transition between educational phases.
* Assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records.
* Liaise effectively with parents and other parties, as required.
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**Note**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONNEL SPECIFICATION:**

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|  | **ESSENTIAL (E)/DESIRABLE (D)** |
| **Experience:** | * Experience of working in a team situation.(E)
* Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. (E)
* Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. (E)
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| **Qualifications/Training:** | * GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. (E)
* Other relevant qualifications relating to the post e.g. Level 2 NVQ in Health/Childcare, first aid qualification. (D)
* Evidence of further training/development and/or willingness to participate in further training and development opportunities. (E)
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| **Knowledge/ Skills:** | * Will possess knowledge of the School’s relevant procedures or practices. (D)
* Will have an outline understanding of relevant legislation. (D)
* Will have knowledge of some of the policies covering their service area. (E)
* Problem solving skills. (E)
* Good communication skills. (E)
* Exercising advisory, guiding, negotiating and persuasive skills at a developed level. (D)
* Good numeracy/literacy skills. (E)
* Basic ICT skills. (D)
* An understanding of the needs of a multicultural society. (E)
* An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (E)
* Knowledge of childcare. (E)
* Awareness of child development. (E)
* Knowledge and commitment to schools Equality policy. (E)
* Ability to relate well to pupils and adults. (E)
* Ability to work constructively as part of a team. (E)
* Ability to remain calm under pressure. (E)
* Demonstrate a commitment to working with children of the relevant age. (E)
* Demonstrate good co-operative, interpersonal and effective listening skills. (E)
* Maintain confidentiality in matters relating to the school, its pupils, parents or carers. (E)
* Ability to perform all duties and tasks with reasonable adjustments where necessary. (E)
* Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. (E)
* In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. (E)
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