

Level 2 Teaching Assistant (Learning Coach)

Salary: Point 4- 6 £17,465 - £19,023 Actual starting salary

TTO plus 5 days 32.5 hours

Job Description

Purpose of the Post

Teaching Assistants work with students who have a Statement of Special Educational Needs, those who are deemed to require additional support (All Stages) and those within the Resource Provision (Autism), assisting the students, under the direction of the class teacher, in following educational programmes and activities. Keeping appropriate records of students' performance and to carry out other special needs duties as required by the class teacher. Encouraging the students to develop life skills and enable them to develop independent learning skills. Respect the confidentiality of information relating to the school and its students.

To undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students in classroom. Work may be carried out in the classroom or outside the main teaching areas.

Main duties and responsibilities

1) Support for Students:

- Supervise and provide particular support for DSP students and others with special needs, ensuring their safety and access to learning activities.
- Assist with the safety, mobility (if required), hygiene and general well being of students.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students 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 students in relation to progress and achievement under guidance of the teacher.
- Take responsibility to have a deep understanding of the students you support; know their needs and expected outcomes as per their EHCP/Learning profile, seek support from the SENCO/Deputy SENCO where necessary.
- Regular contact home to inform parents/carers of progress/positives/concerns
- Assist with the development and implementation of Individual Education/Behaviour Plans, My Support Plans, My Support Plans+ and Personal Care programmes.

2) Support for the Teacher:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Provide detailed and regular feedback to teachers on students' achievements/progress as directed.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Provide administrative support
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Administer routine tests and invigilate exams.

3) Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.

- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

4) 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 students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- To support and uphold Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

Employee Supervision: SENCO

Person Specification

Qualifications and experience		
	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Good standard of education – GCSE's or equivalent in Maths & English 	<ul style="list-style-type: none"> • Teaching Assistant qualification
Experience	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working in a secondary school • Experience of working within special educational needs and disabilities
Professional knowledge		
Safeguarding	<ul style="list-style-type: none"> • Thorough knowledge and understanding of safeguarding children. 	
Professional skills		
Ethos	<ul style="list-style-type: none"> • A holistic approach to the well-being and education of pupils. • The ability to challenge and engage children in their learning through creative opportunities, with high levels of expectations of all learners. 	
Professional attributes		
Relationships	<ul style="list-style-type: none"> • Ability and willingness to work collaboratively and supportively within the school team. • Able to inspire confidence and respect amongst colleagues and the school community. 	

	<ul style="list-style-type: none"> • Builds effective and professional working relationships with parents, staff, Governors and the wider community. 	
Attitude	<ul style="list-style-type: none"> • Is committed to their own professional development. • Is a creative thinker, who strives to embed innovative practice and strategies to improve learning for pupils. • Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all times. 	

Behaviours and expectations:

All staff members are expected to adhere to and promote professional standards including the Trust and SPP's code of conduct and values.

General:

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head teacher and develop and promote high standards of professional conduct in school.

You will be expected to carry out your duties in line with the School's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

12 September 2023