

Job Description

Academy	<insert academy name>
Job title	Teaching Assistant Level 2
Grade	<insert grade>
Accountable to	Principal
Line manager	Class teacher / teachers, or Inclusion Manager, or SLT.

Purpose of the role

To work under the instruction and/ or guidance of teaching/senior staff, to undertake work/care/support programs, 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.

Main Duties:

Provide support for learning activities

- To use leaning strategies, to support pupils to achieve learning goals
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses.
- To undertake programmes linked to learning strategies in, for example, literacy, numeracy, early years, recording achievements and progress
- To provide feedback to pupils in relation to progress and achievement .
- To assist with the planning of learning activities
- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning
- To encourage pupils to interact with others and engage in activities led by the teacher.

Supporting children's development

- To assist with the development and implementation of individual educational/behaviour plans and personal care programmes
- To establish constructive relationships with pupils and interact with them according to the individuals needs
- To promote the inclusion and acceptance of all pupils.
- To set challenging and demanding learning expectations
- To promote confidence and independence in pupils
- To establish constructive relationships with parents and carers
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.

Use ICT to support children's learning

- To support the use of ICT in learning activities and develop pupils competence and independence in its use

Observe and report of children's performance

- To monitor pupils responses to learning activities and accurately record achievement /progress.

- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.

Learning environment

- To create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans.
- To prepare, create and maintain displays of pupil's work, class room themes and other learning activities
- To prepare, maintain and use equipment/resources to meet the lesson plans/relevant learning activities and assist pupils in their use.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To implement the academies behaviour policy in a fair and consistent manner

Administration

- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To administer routine tests and invigilate exams and undertake routine marking of pupils work

May need to specify specific areas of responsibilities dependant on annual deployment

Provide support for bilingual/multilingual pupils

Support pupils with communication and interaction difficulties

Support pupils with cognition and learning difficulties

Support pupils with behavioural, emotional and social development needs

Provide support for pupils with sensory and /or physical impairment

Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the Academy and the Trust.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Liaise with external agencies with regard to pupil progress, safety and welfare.
- Work with other staff across the Trust and in other maintained Schools or other Academies.
- Communicate effectively with parents with regard to pupils' achievements and well-being.
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To 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.

Personal and professional conduct

A Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a Teaching Assistant's career.

Teaching Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an Academy environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;

- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Professionals working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the Academy and the Trust, and maintain high standards in their own attendance and punctuality.

Professionals must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the Academy and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the academy.

Signed Post holder

Signed Principal

Dated

Person Specification for Teaching Assistant Level 2

Pay Band: B3

Essential Criteria	How Identified	Desirable Criteria	How Identified
Skills: Good Numeracy / Literacy skills Effective use of ICT to support learning Ability to relate well to children and adults Ability to work constructively as part of a team.	Application form and selection process. Application form and selection process. Application form and selection process. Application form and selection process.	GCSE Maths and / or English grades D-G CSE Level 2 First aid training/training as appropriate Ability to self evaluate learning needs and actively seeks learning activities	Provide evidence by producing certificate.
Knowledge and Understanding Policies/codes of practice and awareness of relevant legislation Basic understanding of children's development and learning Working with or caring for children of relevant age. General understanding of national/foundation stage curriculum and other basic learning programs /strategies	Application form and selection process. Application form and selection process.	Appropriate knowledge of first aid. To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form Application form and selection process.
Qualifications / Training NVQ 2 for teaching assistants or appropriate level of experience of operating in the classroom environment Training in a relevant learning strategy e.g literacy	Application form and selection process.		Application form and certificate.
Other conditions	Enhanced DBS Disclosure clearance		