**Teaching Assistants Level 2**

**Job Description**

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| **Job Purpose** |
| To work under the instruction/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. |
| **Major Tasks** |
| * Support for pupils using specialist skills and training * Promote the inclusion ethos of the school * To work under the guidance of teaching staff to implement agreed work programmes with individuals/groups in or out of the classroom setting. * Work with the teacher to establish an appropriate learning environment in accordance with lesson plans and assist with the strategy of pupil’s work. * Promote the inclusions and acceptance of all pupils within the classroom and promote good behaviour in line with the established policy. |
| **Contacts & Relationships** |
| * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities * 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 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 guidance of the teacher * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * 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 pupils out of lesson times, including before and after school and at lunchtime * Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher |
| **Creativity** |
| * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ 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, problems etc. * Administer routine tests and invigilate exams and undertake routine marking of pupils’ work * Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc. |
| **Decisions** |
| * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school |
| **Management & Supervision** |
| * No Management or Supervisory responsibilities |
| **Supervision Received** |
| Teaching Assistants line Manager will be Headteacher. Meetings are held once a month to monitor timetables, interventions and any concerns which may have arisen. |
| **Complexity** |
| Post holder will carry out the supervision of children, to implement agreed work programmes with individuals and groups. Postholder will be required to work with children with complex needs. To also work as part of a team |
| **Resources** |
| * 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 |
| **Impact** |
| Postholder will have a duty of care to all children within the school. Assessing children’s needs through their learning and the wider curriculum. |
| **Physical Demands** |
| The level of physical demands expected would such as carrying books or laptop. Otherwise this would not be a typical demands of this post. |
| **Working Environment** |
| The Postholder environment would be a classroom environment in terms of heat light and ventilation. There may be occasional exposure to weather conditions if moving from classroom to classroom. |
| **Emotional Context** |
| The emotional strain of this post is expected to face would be limited but on occasion the postholder may have contact with information which they may find upsetting. The postholder would not formally be required to deal with this information. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be required to support the Christian ethos of the school.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good numeracy/literacy skills * Completion of DfES Teacher Assistant Induction Programme * NVQ 2 for Teaching Assistants or equivalent qualifications or experience * Training in the relevant strategies e.g. literacy * First Aid training/training as appropriate |
| **Experience** | * Working with or caring for children of relevant age |
| **Knowledge** | * Understanding of relevant policies/codes of practice and awareness of relevant legislation * General understanding of national/foundation stage curriculum and other basic learning programmes/strategies * Basic understanding of child development and learning |
| **Skills** | * Effective use of ICT to support learning * Use of other equipment technology – video, photocopier * 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 |
| **Personal style & behaviours** |  |
| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.  This role requires working with pupils covering a wide range of the curriculum the post holder will be required to be fluent and precise through the spoken word and the written word and will be able to interact with pupils to a high degree of fluency.  Therefore:  This post has been assessed as requiring C2 level under the Common European Framework of Reference for Language (CEFR). |

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>