Job Description – Level 2 Teaching Assistant

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Job title: Level 2 Teaching Assistant

Salary: Grade C (5-6 spinal point) - £26,427-£26,847 (pro rata)

Hours: 20 hours per week

Contract type: Fixed term

Reporting to: Headteacher

Main purpose

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.

To contribute to the overall ethos and aims of the school.

Duties and responsibilities

Supporting learning and development

- Support pre-planned learning/behaviour activities as directed by the teacher
- Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual pupils

- Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning
- Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies
- Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs
- Assist in escorting and supervising pupils on educational visits and out of school activities and take responsibility for individual pupils or a group under the supervision of the teacher.
- Undertake break supervision as required
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and learning activities
- Assist with the development and implementation of SEN support plans / behaviour plans / personal care plans
- 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.
- Assist with the supervision of pupils out of lesson times, as required, including before and after school, and at lunch time.

Communication

- Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals
- Communicate effectively with all pupils, families, carers, and other agencies / professionals

Sharing information

- Share information confidentially about pupils with teachers and other professional as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality

Safeguarding and promoting the welfare of children/young people

- Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence
- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

Administration/other

- Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils' work
- Support the use of ICT and adhere to relevant policies
- Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations
- Participate in appraisal, training and other learning activities

Health and safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

Data protection

- To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

Equalities

- Promote inclusion and acceptance of all pupils
- Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture, and values

Customer service

- The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment
- The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture, and values.

Person specification

CRITERIA	DESIRABLE QUALITIES
Qualifications	• Relevant NVQ Level 2 qualification or equivalent (or suitable experience) • Relevant NVQ level 3 • Appropriate first aid training (Dependent on the school's needs)
Experience	• Experience appropriate to working with children in a learning environment
Skills and knowledge	• An awareness of child/young person's development and learning • An understanding that children/Young people have differing needs • Good understanding of child development and learning processes • Knowledge of Behaviour management techniques • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Good reading, writing and numeracy Skills • Basic IT skills
Personal qualities	• Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality • Flexibility • Creativity
Other requirements	• Enhanced DBS Clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and ability to maintain high expectations of behaviour • An empathy for equality & diversity

Notes: This job description may be amended at any time in consultation with the postholder.