**Teaching Assistants Level 2**

**Job Description**

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| **Job Purpose** |
| To work under the instruction/guidance of teaching/senior staff to undertake specialised work/care/support programmes, to enable access to learning for pupils with specific needs. Work may be carried out in the classroom or outside the main teaching area. |
| **Major Tasks** |
| * To foster the participation of pupils in the social and academic processes of the school, enable pupils to become more independent learners and help to raise the standards of achievement for all pupils. * The postholder will provide ancillary support to identified children within the school and carry out duties across the school in collaboration and liaison with others. * The postholder will need to work with due regard to the guidelines and policies of the school to ensure that the aims of the school are consistently maintained. |
| **Contacts & Relationships** |
| * Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities * Contribute to the health and well-being of pupils * 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 * Support pupils’ in their individual learning and development, e.g. 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; * Discuss children’s work with them; providing praise, encouragement and next steps where appropriate. * Promote the inclusion and acceptance of all pupils * Be an effective model for pupil behaviour * 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 in and out of the classroom * Establish constructive relationships with parents/carers * Appreciate and support the role of other professionals * Help with the production and upkeep of resources and records * 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 * To undertake a First Aid Qualification and First Aid as required * 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 * The role is to work mainly 1:1 with a specified pupil or supporting pupils in very small groups. |
| **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 and evaluation of learning activities * Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc. * Administer routine tests, invigilate exams and undertake routine marking of pupils’ work * Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc. * Support the use of ICT in the classroom * Assist in the maintenance of a safe and secure environment for pupils and staff * Assist in the presentation of display materials * Review and develop their professional practice * Assist the teaching staff in the smooth transition between educational phases; * Undertake any other reasonable tasks requested by the Headteacher. |
| **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 * Recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body and the LA |
| **Management & Supervision** |
| * No Management or Supervisory responsibilities |
| **Supervision Received** |
| The postholder will be accountable to the SENDCO and Headteacher. |
| **Complexity** |
| Generally routine will be followed however when necessary unexpected tasks are to be dealt with. |
| **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** |
| Fosters the participation of pupils in the social and academic processes of the school, enabling pupils to become more independent learners whilst helping to raise the standards of achievement for all pupils |
| **Physical Demands** |
| The level of physical demands would be that expected of a typical desk-based job, such as carrying laptop and/or files and setting up for a class/PE activity. There may be the occasional demand for more than this, however, this would not be a typical or significant part of the job. |
| **Working Environment** |
| In the main this post works in the environmental equivalent to working in a classroom in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example, for school trips or helping in PE lessons. |
| **Emotional Context** |
| The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. Any safeguarding issues would be passed on to the appropriate Designated Safeguarding Lead. However, this would be incidental, and it would not be a formal part of the job 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 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** | * English and Maths at grades 4 or above * 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** | * An enthusiastic commitment to education and the development of children * Personal organisational skills * Commitment to the promotion of equal opportunities * Commitment to continue personal development and training   Be emotionally resilient and to be able to work in a challenging environment |

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 post has been assessed as requiring C2 level under the Common European Framework of Reference for Language (CEFR).

The post has extensive engagement with parents and students.

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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>

Name:

Signature:

Date:

Headteacher:

Signature:

Date: