



St Matthew's CE (Aided) Primary School and Nursery Centre

Job description: Teaching Assistant Level 2



Main 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.

Duties and responsibilities

- Contribute to the overall Christian ethos, aims and work of the school
- Supervise and provide tailored support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of ITP's, Behaviour Plans and Personal Care programmes.
- Be responsible for leading intervention programmes, assessing, reviewing and providing feedback
- Promote the inclusion and acceptance of all pupils
- Assist with the planning of learning activities
- Establish constructive relationships with pupils and interact with them according to individual needs
- 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
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Undertake marking of pupils' work, in-line with the Marking Policy
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- 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. To follow the Behaviour Policy of the school
- 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 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
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, filing etc
- Establish constructive relationships and liaise sensitively and effectively with parents/carers as agreed with the teacher.
- 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
- Take an active part in Performance Management against agreed priorities and targets on accordance with schools' Performance Management Policy.

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

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

Other areas of responsibilities

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Hold a current first-aid certificate or train if required
- Undertake play and lunch duties when required

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, as directed by the Headteacher or line manager.

The postholder will be expected to actively follow all school 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.

The postholder will ensure that they promote the safeguarding and welfare of all children in line with Keeping Children Safe in Education, the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children

Notes:

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

Headteacher/line manager's signature:

Date: _____

Postholder's signature: _____

Date: _____

Person Specification

Criteria	Standard
Qualifications	• Good English and Mathematics 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 as appropriate
Experience	• Working with or caring for children of relevant age • Experience working in a school environment or other educational setting
Skills and Knowledge	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context
Personal style & behaviours	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times and observe GDPR guidelines • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people

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 post has been assessed as requiring C1 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.