

Teaching Assistants Level 2

Job Description

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
<ul style="list-style-type: none"> • Support the aims and ethos of the school • Set a good example in terms of dress, punctuality, behaviour and attendance • Undertake professional duties that may be reasonably assigned by the head teacher • Effective use of ICT to support learning • Use of other equipment technology – video, photocopier • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of the new curriculum and national/Foundation Stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Contacts & Relationships
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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

<ul style="list-style-type: none"> • 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.
<p>Decisions</p>
<ul style="list-style-type: none"> • 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
<p>Management & Supervision</p>
<ul style="list-style-type: none"> • No Management or Supervisory responsibilities
<p>Supervision Received</p>
<ul style="list-style-type: none"> • Under the supervision of the classroom teacher and following plans that the classroom teacher has set out.
<p>Complexity</p>
<ul style="list-style-type: none"> • Supporting children directly within the classroom and providing clerical and admin support eg. Photocopying, filing, collecting money, preparing presentation of books, ensuring classroom resources are fully stocked.
<p>Resources</p>
<ul style="list-style-type: none"> • 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
<p>Impact</p>
<ul style="list-style-type: none"> • This is a role is to provide adequate care and supervision of the children and supporting the teacher to ensure a safe environment.
<p>Physical Demands</p>
<ul style="list-style-type: none"> • The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job.
<p>Working Environment</p>
<ul style="list-style-type: none"> • In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside, eg PE lessons and educational visits • Any verbal abuse they receive when dealing with parents will be dealt with by the Headteacher • Assisting children when they have wet/soiled themselves which may include dealing with bodily fluids
<p>Emotional Context</p>
<ul style="list-style-type: none"> • 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. However, this would be incidental and it would not be a formal part of the job to deal with this information. • Should any emotional or distressing information be disclosed to them it will be passed onto the appropriate person to deal with.
<p>Other</p>
<p>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.</p>

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

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Working with or caring for children of relevant age
Knowledge	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Develop good relationships with others by behaving with integrity, treating people with respect and leading by example • Providing patience and empathy. • A confident practitioner who believes in teamwork • Enthusiastic with the ability to inspire children • Flexible and creative • Someone who is dedicated and well organised • Someone who has high expectations of all children in every aspect of school life
Fluency Duty	<p>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).</p> <ul style="list-style-type: none"> • Can understand a wide range of demanding, longer clauses, and recognize implicit meaning. • Can express ideas fluently and spontaneously without much obvious searching for expressions. • Can use language flexibly and effectively for social, academic and professional purposes. • Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices. • The role will be required to converse with children and adults and explaining complex ideas to support their learning and understanding

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>