



Teaching Assistant (Level 2)

Job Description

Job title:	Teaching Assistant
Salary scale:	Level 2
Responsible to:	Class Teacher
Line managed by:	Deputy Headteacher and/or Inclusion Lead

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

This is an important and often challenging post requiring a high calibre of person with the ability and drive to adapt to the varying needs of children in different and dynamic situations. The post holder must maintain excellent interpersonal skills, high standards of spoken and written English and demonstrate a willingness to learn and a commitment to developing our shared practise.

Main Duties and Responsibilities

To carry out the duties of a teaching assistant as set out in the [Professional Standards for Teaching Assistants document](#).

The post holder will be responsible for supporting children with their learning, including those with special educational needs and/or disabilities (under the direction and guidance of class teachers, Inclusion Lead and wider Leadership Team) and to provide for the social, educational and welfare needs within the school.

To work in close collaboration with class teachers to:

- Actively support and uphold the vision, ethos and policies of the school and promote high levels of achievement throughout
- Help children of all ages and stages of development, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups
- Organise and lead a range of interventions to support individuals and small groups
- Prepare materials and resources to support individuals, small groups and classroom activities
- Work with children on individual targets in reading, writing and maths
- Support children's emotional development and resilience when approaching learning and/or daily tasks
- Support children's behaviour in line with the school's vision, values and positive behaviour policy
- Assist children at the beginning and end of the day and at break and lunchtimes inc. outside as required
- Have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate and required

- Ensure the health and safety of children, staff and visitors and report any concerns or details of accidents/incidents as necessary to the Headteacher or other nominated person
- Assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
- Implement and promote the school's equal opportunities policies at all times and demonstrate the value of diversity
- Support the school's wide range of extra-curricular activities; including leading or supporting a club e.g. after school or on Wednesday afternoons.

Teaching and Learning

- Report back to class teachers and the Inclusion Lead on the progress of children's learning, keeping written records as necessary
- Liaise with parents and carers and foster good links between home and school under the guidance of class teachers and the Inclusion Lead
- Support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children
- Implement strategies, programmes of study and resources as laid out in *Assess, Plan, Do, Review (APDR)* plans under the guidance of the Inclusion Lead and class teachers
- Assist with the planning, coordination and assessment of a child's individual pastoral or learning plan taking into account any recommendations and guidelines set out in a child's *Educational Health and Care Plan*
- Maintain on-going notes and assessments of children's progress and contribute to statutory meetings such as Annual Reviews.

General Duties and Responsibilities

- Attend relevant in-service and external training as and when required
- Administer first aid or carry out simple medical procedures in line with expected guidance and training
- Attend and contribute to all school meetings as directed by the Headteacher, Deputy Headteacher or Inclusion Lead
- Develop activities to promote social interactions between pupils during break and lunch times
- To promote a positive image of the school and the achievements of its pupils
- Ensure all school and people related information remains confidential at all times
- Lead by example and encourage the practice of working as an effective and supportive team
- Ensure that a professional demeanour, appearance and attitude is maintained at all times
- Carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and post holder.

Teaching Assistant

(Level 2)

Person Specification

You should use this Person Specification as a guide for aspects to be covered in your application after reading the Job Description

Educational Qualifications

Candidates should have:

- An appropriate Teaching Assistant qualification at Level 2 or above D
- Appropriate other training and/or experience relevant to the role D
- English & Maths GCSE (at grade C or above) or equivalent. E

Experience

Candidates should have:

- Experience of working in a Primary School setting including demonstrable, highly effective performance D
- Experience of working with children under the age of 11 in an educational or similar setting D
- Experience of supporting children with a range of special educational needs D
- Experience of communicating with a wide range of people from different backgrounds D
- Experience of record keeping. D

Job Related Knowledge, Aptitude and Skills

Candidates should have:

- Understanding of the educational, welfare and social needs of children E
- Understanding of the barriers to effective learning and strategies to both support and challenge E
- The ability to determine priorities and manage time effectively E
- The ability to establish effective working relationships with all members of the school community E
- The ability to communicate effectively, both orally and in writing, with individuals and groups E
- An understanding of, and a commitment to, high quality, inclusive education E
- The ability to use (or willingness to learn to use) appropriate technology to support teaching and learning. E

Personal Qualities

Candidates should have:

- The capacity to project and sustain a positive attitude and approach E
- The capacity to be flexible in working practices E
- The ability to use initiative when problem solving E
- The ability to work independently and as part of a team E
- A commitment to personal and professional development E
- An enthusiasm and energy for teaching and learning E
- A passion for supporting all children to achieve their potential. E

Equal Opportunities

Candidates should have:

- A commitment to equal opportunities policy and practice E
- The ability to demonstrate that they have actively fostered equal opportunities in their own work. E

Specification Criteria: E – Essential D – Desirable

Prospective candidates are strongly advised to make an appointment to visit our school and talk informally about the role advertised. This is an exciting and unique opportunity to help shape the future development of our school community alongside the successful candidate's own professional development.