**Djanogly Learning Trust**

**Job Description**

**Djanogly Learning Trust Vision**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

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| **Job title** | Teaching Assistant Level 2 |
| **Hours and weeks** | Hours determined by academy, term time only |

**Djanogly Values**

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

* Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
* Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
* Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

**Djanogly Behaviours**

Employees will demonstrate their professionalism and promote a positive culture by:

* Behaving in a professional manner at all times
* Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
* Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
* Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
* Starting and ending the day with the same emotional constancy with every interaction.

**Job Purpose:**

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| Qualified Teaching Assistants are appointed to work with pupils as part of a team under the direction of the Academy Leader of the individual academy.  Teaching Assistants’ work is primarily to:   * Foster the participation of pupils in the social and academic processes of the academy * Support pupils to become more independent learners * Raise standards of achievement for all pupils |

**Job Responsibilities:**

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| Support for the Pupil  * Support pupils’ learning activities including additional learning needs and development * Devise planning to meet the needs of assigned individuals or groups in partnership with the teacher * Plan, lead and deliver activities or interventions to support pupil progress * Lead pupils’ individual learning needs and development, e.g. cognitive and learning skills * Mark the work of pupils with whom they are working and give immediate feedback * Observe and report on pupils' performance and contribute to maintaining pupil records * Help with the care and support of pupils * Contribute to the health and well-being of pupils * Establish and maintain relationships with individual pupils and groups * Plan own workload during lessons  Support for the Teacher  * Contribute to the planning and evaluation of learning activities * Undertake cover for the class teachers as requested, taking responsibility for the whole class for short periods of time * Prepare classroom resources and maintain records * Contribute to the management of pupil behaviour * Provide assessment feedback to inform teacher’s planning  Support for the Curriculum  * Lead and support learning activities across all areas of the curriculum as appropriate * Support the use of ICT in the classroom * Prepare resources used to support learning * Support colleagues in providing a vibrant learning environment across the academy  Support for the School  * Maintain effective working relationships with colleagues and parents * Develop and maintain effective working relationships with other professionals * Contribute to the maintenance of pupil safety and wellbeing * Use IT effectively to communicate and access information * Review and develop own professional practice * Be a qualified paediatric first aider and administer first aid as needed * Provide supervision at break and/or lunchtimes as directed |

**Djanogly Learning Trust General Requirements:**

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| **Policies and procedures**  You will comply with all policies and procedures at all times which include:   * ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies. * ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties. * ensuring you comply with the Trust’s Staff Behaviour policy, including outside of work where applicable.   **Professional Development**   * You are required to undertake professional development as part of your job description. This includes contributing to regular ‘check ins’ and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.   This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team. |

**Djanogly Learning Trust**

**Person Specification**

In order to be considered for interview all essential criteria must be met.

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| **JOB TITLE** | | Teaching Assistant Level 2 | | | | |
| **Requirements** | | **Essential** | **Desirable** | **Short listing criteria** |
| **Qualifications** | | | | |
| NVQ level 3 Teaching Assistant qualification or equivalent | | X |  | X |
| GCSE English and Maths at Grade C or equivalent | | X |  | X |
| **Experience** | | | | |
| Experience of working with children/young people within an educational context appropriate to the role | | X |  | X |
| **Knowledge & Understanding** | | | | |
| Knowledge and understanding of how pupils learn | | X |  |  |
| Knowledge and experience of working with pupils who may present challenging behaviour | | X |  |  |
| Able to support class/ groups / individuals | | X |  |  |
| Comprehensive knowledge of the appropriate National Curriculum | |  | X |  |
| Able to demonstrate specialist skills and knowledge e.g.  ASD, ADHD, Behaviour Management, Literacy | |  | X |  |
| Able to plan learning activities to support pupil’s progress | | X |  |  |
| Able to evaluate impact of interventions | |  | X |  |
| **Skills & Abilities** | | | | |
| Good personal organisation in planning and delivering learning support | | X |  |  |
| Able to plan and prioritise own workload and that of others | | X |  |  |
| Good oral and written communication skills | | X |  |  |
| Able to develop positive, trusting, supportive and appropriate relationships with pupils, parents and stakeholders | | X |  |  |
| Able to contribute to and implement rewards and sanctions | | X |  |  |
| Assist with classroom resources and maintaining records | | X |  |  |
| Able to support pupils across the curriculum including literacy and numeracy activities | | X |  |  |
| Able to motivate pupils to promote achievement | | X |  |  |
| Able to work in a team and in collaborative partnerships | | X |  |  |
| Ability to use initiative and work with minimum supervision at times | |  | X |  |
| Able to identify, discuss and report safeguarding issues including child protection with the relevant representatives | | X |  |  |
| Able to confidently use IT to access emails and planning | |  |  |  |
| Ability to use ICT programmes for teaching and learning and for data management and record keeping | |  | X |  |
| **Skills & Abilities - Other** | | | | |
| A positive and flexible approach, open to challenges | | X |  |  |
| A willingness to contribute to extra – curricular programmes | |  | X |  |
| Empathy for pupils from a wide variety of social, religious and cultural backgrounds | | X |  |  |
| Sensitivity, flexibility and a sense of humour | |  | X |  |
| **Personal Qualities** | | | | |
| Belief in the values and behaviours of DLT | | X |  |  |
| Evidence of continuing professional development | | X |  |  |
| Commitment to equal opportunities and diversity in the performance of duties | | X |  |  |