



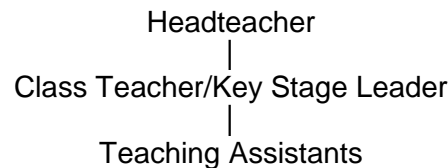
## JOB DESCRIPTION

<b>TITLE:</b>	Teaching Assistant 2
<b>SCHOOL:</b>	Lady Zia Wernher School
<b>RESPONSIBLE TO:</b>	Class Teacher/Key Stage Leader
<b>GRADE:</b>	L3

### PURPOSE OF POST:

Support the class teacher in all aspects of teaching and learning to enhance opportunities for pupils, using knowledge and practical experience gained through working with pupils.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

- 1 Contribute to the planning of teaching and learning for the whole class and/or individual pupils.
- 2 Under the direction of the class teacher, following agreed lesson plans, support the teaching and learning of individuals or groups of pupils, using support strategies appropriate to the needs of pupils, and liaising with colleagues over problems. Contribute to the intellectual and social development of pupils and work with individual children/groups of pupils to support the achievement of their targets. Prepare, maintain and deploy appropriate learning aids, materials and equipment.
- 3 Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress.
- 4 Implement and monitor the school's behaviour and any related policies and procedures. Invgilate tests and examinations as directed.
- 5 Under the direction of the Line Manager/SENCO/Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary, to meet the needs of individual pupils.
- 6 Contribute to the care, health and welfare of pupils in accordance with the relevant school policies and support the outcomes of the Every Child Matters agenda.
- 7 As required, contribute to specific aspects of teaching, learning and personal development, on/off site, for example display, swimming, school visits, etc.
- 8 Support the lunchtime session by supervising pupils.
- 9 Maintain and respect confidentiality

## **DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** Classroom materials, equipment and resources

**Other:**

## **CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities, as defined in the School Improvement Plan, to and contribute to the development of a purposeful working atmosphere. They are required to support and follow all relevant school policies including those for behaviour and child protection This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level could invigilate tests and examinations, undertake duties similar to the '21 tasks', support pupils for whom English is an additional language, support specific pupils with SEN They contribute to the order and cleanliness of the classroom environment which may involve tidying the class, cleaning up spills, etc. They also support the school generally

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**Physical Effort:** The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided where necessary.

**Working Environment:** There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell or when following care plans

*'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau'.*

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected  
Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Some experience in the care and/or education of children. Some experience of planning, monitoring and assessment of pupils' work. Some experience of working in an educational setting.	1,2 1,2 1,2	Some experience of working with people with a range of special needs.	1,2
<b>Skills/Abilities</b>	Able to contribute constructively to and work effectively as a member of a team. Able to work on own initiative with parents/carers and the child's community within an agreed framework and set of objectives. Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc.. Able to contribute to the support of children in all areas of personal and educational development. Able to keep accurate records. Able to support learning in numeracy at relevant Key Stage. Able to support learning in literacy at relevant Key Stage.	1,2 1,2 1,2 1,2 1,2 1,2	Basic information technology skills, e.g. word-processing, databases, spreadsheets.	1,2
<b>Equality Issues</b>	Able to recognise common forms of discrimination and to report this if detected. Some understanding of the issues in an urban multi-cultural context.	1,2 1,2		
<b>Specialist Knowledge</b>			Some knowledge of how pupils learn. Some knowledge of curriculum requirements.	1,2 1,2
<b>Education and Training</b>	Able to commit to relevant job training. National Occupational Standard Level 2, or equivalent, or working towards this. Willing to undertake First Aid training and to apply this in the school.	1,2 1,2,4 1,2		
<b>Other Requirements</b>				

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).