



TEACHING ASSISTANT LEVEL 2

RESPONSIBLE TO:	Executive Headteacher
SALARY SCALE:	Grade 3 - CLPT 7 – CLPT 11
WORKING HOURS:	32.5 hours per week, term time only. Annual leave must be taken in school holidays.
LOCATION:	The postholder will be based at Riversides School – Spring Gardens. The postholder may be required to work at another school in Worcester from time to time or for a specified period
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE
<ul style="list-style-type: none">• To work under the instruction / guidance of teaching / senior staff, in the care, support and access to learning for students with severe and complex needs• To liaise with the teaching team with planning, preparing and delivery of agreed work and support programmes to individual or groups of students to overcome barriers to learning• To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment for students appropriate to their age and special needs.• Maintain good relationships with colleagues and work together as a team.• To promote the inclusion of all students, ensuring they have equal opportunities to learn and develop, particularly helping with communication, emotional and behavioural difficulties.
MAIN DUTIES AND RESPONSIBILITIES
Support for Students <ul style="list-style-type: none">• Supervise and provide particular support for students with severe and complex needs, ensuring their safety and access to learning activities.• Establish constructive relationships with students and interact with them according to individual need, providing comfort and care at appropriate times.• To support all aspects of the EHCP.• To provide support in the delivery of the school's curriculum.• To escort students to and from transport, safely and efficiently, in accordance with school policy and procedures.• Encourage students to interact with others, work co-operatively, ensuring all students are engaged in activities appropriate for their age and special needs which may include participating in physical activities if required.

- To assist students with personal care needs which may include social, health and welfare matters. This could include the changing of incontinence pads / soiled clothing and agreed manual handling procedures.
- To follow behaviour support plans for students to support learning in the most effective way.
- To recognise that some students have communication difficulties and to act sensitively to their differing needs using alternative communication strategies as required.
- To support the RAP Coordinator in undertaking monitoring and assessment of student progress, working closely with other professionals and following their designed programme for individual students i.e. occupational health, speech therapists and physiotherapists.

Support for RAP Coordinator

- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- To have an understanding of class planning and recording systems in order to carry out learning activities and record students' achievements.
- Use strategies, in liaison with the RAP Coordinator, to support students to achieve learning goals.
- Monitor students' responses to learning activities and accurately record achievement / progress as directed, updating children's records.
- Provide detailed and regular feedback to the teaching team on student's achievement/ progress etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Support the RAP Coordinator with the administration of routine assessments and carry out formal / informal observations of learning in order to monitor students' progress and attainments.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- Provide clerical / administrative support e.g. photocopying, typing, filing, collecting and collating information on behalf of the teaching team and / or the school.

Support for the School

- Support the vision and ethos of the school and to promote high levels of achievement
- To understand and comply with all policies and procedures including child protection, security, health & safety, confidentiality and data protection, reporting concerns to the named / appropriate person.
- To adhere to school policy on equality and diversity.
- To work in an environment where there is a varied intensity of demands from the students and where physical intervention may be needed to ensure the safety of the child and of others, in line with training.
- To support 'out of school' learning activities e.g. educational visits, within guidelines established by the school.
- To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled.
- Maintain effective relationships and communicate with other agencies/professionals to support the achievement and progress of students.
- Work as part of a team, supporting and inspiring colleagues.
- Maintain a clean, safe and tidy learning environment.
- To attend and participate in all relevant meetings including morning briefings and staff meetings
- To support parents' evenings, as required, for which additional pay is provided via timesheet.
- Attendance at all important school events is required.
- To contribute to the external outcomes of the school.

- CPD - to develop own skills and expertise, participating in training and development opportunities, complying with the school's appraisal and target setting system.
- To have a supportive and professional approach when liaising with parents/carers.
- Lone working is essential.

Support for the Curriculum

- Undertake structured and agree learning activities / teaching programmes, adjusting activities according to student responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years foundation curriculum, recording achievement and progress and feeding back to the teaching team.
- Use ICT effectively to support learning activities and develop pupil's competence and independence in its use.
- To support with whole school curriculum development, differentiation and evaluation, taking into account complex and profound learning difficulties as well as pupils' interests, language and cultural backgrounds.
- To help adapt and plan the development of resources necessary to lead learning activities.
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.
- Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist students in their use.

Safeguarding Statement

In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.

Equality and Diversity

CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The Postholder is required to:

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To act as exam invigilator when required.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement:

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration

I accept this job description.

Print Name:	
Signature:	
Date:	