



SHINE Academies

Level 2 Teaching Assistant: Job Description

Post	L2 – Teaching Assistant
Salary	Grade 3
Hours	37 hours

Description of Post

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.

Duties and responsibilities

Support for pupils

- Supervise and provide particular support for pupils, including those with additional 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

Support for teachers

- 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
- 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
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- 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

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment /resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the school

- 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
- 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
- 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

Conditions

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade. The post holder must at all times take a pride in the school, site and their own general appearance.

L2 Teaching Assistant Person Specification

Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in relevant subject area Qualifications demonstrating literacy and numeracy 	<ul style="list-style-type: none"> Qualified to administer First Aid Working with children with SEN related qualifications 	<ul style="list-style-type: none"> Application form Interview
Training	<ul style="list-style-type: none"> Willingness to undertake professional and personal development 		<ul style="list-style-type: none"> Application form Interview
Experience	<ul style="list-style-type: none"> Proven experience in working with children in an educational setting 	<ul style="list-style-type: none"> Working as part of a team To have planned an activities for a group of children To have experience of assessing pupil progress and to have kept up to date records To have worked with children who have special educational needs 	<ul style="list-style-type: none"> Application form References Interview
Skills and abilities	<ul style="list-style-type: none"> To have very good communication and organisational skills Ability to liaise with colleagues in all departments To be able to complete organisational and administrative tasks To have high expectations of pupil behaviour and achievements 		<ul style="list-style-type: none"> Application form References Interview

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • To be fully committed to equality of opportunity for children, staff, parents and members of the wider community • Ability and willingness to work as a member of a team • Ability to work effectively with all staff 		<ul style="list-style-type: none"> • Interview
<p>Other</p>	<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children and young people 		<ul style="list-style-type: none"> • Interview