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JOB DESCRIPTION

**Job Title: Teaching Assistant Level 2**

**NJC Spine points: 6-9**

**Responsible to: Headteacher**

**Responsible for: None**

# Job Purpose

To work under the direct instruction of class teacher or lead, in the classroom and the community, to support access to learning for pupils/students and provide general support for community access and learning.

**Key External Contacts**

Parents, carers, community partners and other relevant professionals where appropriate.

**Key Internal Contacts**

SLT, teaching and support staff, central trust staff and pupils/students

**Duties and Responsibilities**

**Supporting the Pupils/Students (under the teacher’s direction)**

1. Establishing constructive relationships with pupils/students acting as a role model, setting high expectations and interacting with them according to individual needs.
2. To support pupils/students learning in the most effective way.
3. To meet the personal needs of pupils/students whilst encouraging their independence.
4. To support pupils/students through the delivery of specific learning programmes.
5. To encourage pupils/students to interact and work co-operatively, ensuring all pupils/students are actively engaged in learning activities.
6. To follow the information contained within the digital passports to support pupils/students learning.
7. To promote the inclusion of all pupils/students ensuring they have equal access to learning opportunities in all areas of the curriculum and throughout the school day.
8. Supervise and support pupils/students ensuring their safety and access to learning in both the indoor and outdoor provision.
9. Provide personal and intimate care when required in line with the School intimate care policy.
10. To hoist or position pupils/students, in accordance with their individual OT/Physio plan and in line with school moving and handling procedures
11. To safeguard and protect the well-being of pupils/students in line with Trust policy and procedures.
12. Demonstrate a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

**Supporting the Teacher (under the teacher’s direction)**

1. To assist in the delivery of all areas of the curriculum.
2. Use strategies, to support pupils/students to achieve learning goals.
3. 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.
4. Support in organising effective learning environments e.g. classroom displays.
5. To observe and record pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
6. Be responsible for keeping and updating pupil records as agreed and contributing to reviews of systems as required.
7. Promote positive values and attitudes in line with the Trust values.
8. To support the teacher with positive behaviour management in line with the schools Behaviour policy.
9. Update and accurately record information using the schools electronic record system e.g., medical, safeguarding and behaviour.
10. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Supporting the Curriculum (under the teacher’s direction)**

1. To follow teachers planning to support pupils/students with their social, communication and life skills.
2. To support pupils/students to engage with learning activities and contribute to planning as required.
3. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils/students in their use.
4. Help pupils/students to use technology to enable them to access learning in all areas of the curriculum.

**Supporting the School (under the teacher’s direction)**

1. To support for pupils/students emotional and social needs, understanding all behaviour is a communication, encouraging and modelling positive behaviour in line with school policy.
2. To accompany teaching staff and pupils/students on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils/students under the supervision of the teacher.
3. Liaise sensitively and effectively with parents / carers as agreed with the teacher / SLT within your role.
4. To contribute to the overall Trust values, ethos, work and aims of the school.

**Responsibilities**

1. To comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security SEND/Inclusion, confidentiality and UK GDPR, reporting all concerns to the appropriate named person.
2. To adhere to school health and safety policy including risk assessment and safety systems and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
3. To adhere to Trust policy on equality and diversity and to contribute to the Trust values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
4. To appreciate and support the role of other professionals.

**Personal & Professional Development**

1. Attend and participate in relevant meetings as required
2. Participate in training, other learning activities and performance development
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development.
4. To undertake first aid training and to provide first aid where required.

**Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence.
2. To be aware of the school’s responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of safeguarding, ensuring that the welfare and safety of children attending the School and to report any safeguarding concerns to the DSL as detailed within the safeguarding policy.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

To undertake trust based annual safeguarding training to comply with current legislation and policies affecting practice, e.g., Children’s Act, KCSIE, National Service Frameworks, Safeguarding/Child Protection Procedures, Health and Safety and UK GDPR.

**Person Specification - Teaching Assistant - Level 2**

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| JOB REQUIREMENTS | Essential | **Desirable** | **Method of Assessment**  **I/T/A\*** |
| Qualifications |  |  |  |
| Good numeracy/literacy skills (Functional English and maths level 2 or above (or equivalent). |  |  | A |
| Willingness to obtain appropriate first aid training. |  |  | I |
| Experience |  |  |  |
| Experience working with children and young people with SEND |  |  | A/I |
| Experience working in a school setting |  |  | A/I |
| Experience working in a care setting |  |  | A/I |
| Skills, Knowledge and Understanding |  |  |  |
| Awareness of safeguarding KCSIE legislation |  |  | A/I |
| Able to use technology effectively to support learning |  |  | I |
| A general understanding of GDPR legislation |  |  | I |
| Basic understanding of principles of child development and learning processes. |  |  | I |
| Ability to self-evaluate learning needs and actively seek learning opportunities. |  |  | I |
| Ability to relate well to children and adults |  |  | I |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. |  |  | I |
| **Other Requirements** |  |  |  |
| A commitment to on-going personal development and willingness to undertake appropriate training |  |  |  |
| Appointment to the post is subject to a satisfactory enhanced DBS check |  |  |  |
| Evidence of commitment to safeguarding and protecting the welfare of children |  |  |  |
| This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes. |  |  |  |

\*I - Interview

T – Test/Presentation

A – Application Form