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| page1image53004528 | **Job Profile**  **Teaching Assistant Level 2** |

**Accountable to:** Headteacher

**Supervised and Supported by:** Head of Department and Class Teacher

**Purpose of job:**

To work with children and young people with special educational needs, under the direct instruction / guidance of the class teacher / 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.

To attend to and support all aspects of personal care routines for children and young people.

Work may be carried out in the classroom or outside the main teaching area.

**Key Objectives:**

* To act in accordance with school policies and procedures as well as relevant legislation, particularly in relation to child protection and safeguarding and behaviour management.
* To use strategies, in liaison with the class teacher to support children and young people to achieve learning goals, understand instructions, support independent learning and inclusion of all pupils.
* To assist with the planning of learning activities.
* To monitor pupils’ responses to learning activities and accurately record achievement / progress as directed.
* To establish constructive relationships with children and young people and interact with them according to individual needs whilst valuing all equally.
* To provide detailed and regular feedback to teachers on the achievement, progress, problems etc of children and young people.
* To set challenging and demanding expectations and promote self-esteem, independence and individual development of children and young people.
* To create and maintain a purposeful, orderly, and supportive environment, in accordance with school policies, procedures, lesson planning and to assist with the displays across school.
* To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children and young people to take responsibility for their behaviour.
* To attend to the personal needs of all pupils and implement related personal programmes, including social, medical needs, physical, hygiene and welfare requirements with appropriate training and support.
* To assist with breaktime supervision of pupils including facilitating interactions, activities, and games.
* To assist with escorting children and young people on off-site education visits to enhance learning opportunities.
* To support children and young people with their social and emotional well-being, reporting problems to the teachers, as appropriate.
* Keep records as required by school procedures.

**Scope:**

This role will involve working with colleagues and parents / carers to generate a ‘multi – agency’ approach to supporting the needs of children and young people. To help keep children and young people safe by knowing and using the Child Protection and Safeguarding Policy and procedures. This includes responding to accidents, emergencies, illness and enforcing the safe use of the internet.

* To be familiar with all EHCP’s, Positive Behaviour Plans, Care Plans, Risk Assessments, Feeding Plans – in essence – all relevant paperwork relating to the children and young people withing the class group.
* To be responsible for sourcing and maintaining learning resources / materials / equipment as directed by the class teacher.
* To maintain appropriate records and evidence of range and levels of progress and attainment of pupils.
* To support the teacher in managing pupil behaviour, recording, and reporting difficulties.
* Be aware of and support difference, ensuring all children and young people have equal access to opportunities to learn and develop.

**Work Profile:**

* To establish good relationships with children and young people, acting as a role model and being aware and responding appropriately to individual’s need, whilst valuing all children and young people equally.
* To supervise and provide support for all children and young people to access learning.
* To encourage the pupils to interact with others constructively and engage in activities led by the teacher.
* Provide feedback to children and young people in relation to progress and achievement under the guidance of the class teacher.
* Prepare, maintain, and use equipment / resources required to meet the lesson plans / relevant learning activity and assist children and young people in their use.
* Provide clerical / administration support e.g., photocopying, filing, etc under the direction of the class teacher.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Undertake pupil record keeping as requested.
* Gather / report information, from / to parents / carers as directed.
* Promote the acceptance and inclusion of all children and young people.
* Participate in training and other learning activities as required.
* To engage with the performance management process within the school.
* To contribute to the overall ethos / vision / aims / work of the school.
* Attend relevant meetings.

**Other Duties:**

The duties and responsibilities in this job profile are not exhaustive. The post holder may be required to undertake other duties on occasions within the general scope of the post.

**Equal Opportunities:**

The post holder is required to carry out duties in accordance with our Equalities and Respect Policy (Equal Opportunities.)

**Health and Safety:**

The post holder is required to carry out duties in line with our Health and Safety Policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

**Person Specification**

**In this section the skills, knowledge, qualification, and competency requirements to perform the role to a satisfactory standard are set out.**

**Awareness:** Some knowledge or skills to show aptitude and the ability to learn in the particular work area.

**Significant:** Knowledge and skills gained through practice and / or qualification sufficient to fulfil the role requirements.

**Extensive:** Knowledge and skills gained through practice and / or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area.

(Note: Required: E – Essential, D – Desirable Level: A – Awareness, S – Significant. E – Extensive)

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| **Person Specification** | **Examples specific to role** | **Required** | | **Level** | | | **Evidence From** |
|  |  | **E** | **D** | **A** | **S** | **E** |  |
| **Skills and Knowledge:**  Technical knowledge and qualifications | Good communication, literacy, and numeracy skills.  GCSE’s Maths and English Grade A\* - C  L2 certificate in mathematics / numeracy and English / literacy or IT   * NVQ Level 2 or 3 or its equivalent   Work towards completion of:   * Staff Induction within 6 – 12 months.   Participate in Performance Management (Appraisal) | X  X  X  X  X  X |  |  | X  X  X | X  X | Application.  Interview.  Class based time with feedback.  References. |
| Planning and organising work | Use strategies, in liaison with the teacher to support pupils to achieve learning goals.  Assist in the planning of activities. | X  X |  |  | X  X |  |
| Planning capacity and resources | The post involves responsibility for the sourcing and maintaining learning materials / resources.  To create and maintain appropriate records and evidence of range and level of progress and attainment of pupils. | X  X |  |  | X  X |  |  |
| Influencing and interpersonal skills | Establish constructive relationships with parents and carers.  Establish constructive relationships with pupils and to interact with them according to individual needs whilst valuing pupils equally.  Ability to work cohesively with team members to achieve success. | X  X  X |  |  | X  X  X |  |  |
| **Problem Solving**  Using initiatives to overcome problems. | Supervise and provide particular support for pupils to access learning. | X |  |  | X |  |
| Managing risk | To be fully aware of child protection and safeguarding policies and procedures. To follow these at all times. | X |  |  | X |  |
| Managing change | To assist with the development and implementation of Positive Behaviour Plans and Personal Care routines. | X |  |  | X |  |
| **Accountability and Responsibility**  Undertake tasks without supervision. | Administer routine tasks following training and supervision. | X |  |  | X |  |
| Managing people | Not required, but – liaison with parents / carers and feedback to class teacher a crucial part of the role. |  |  |  |  |  |
| Managing financial resources | As and when needed to be responsible for collecting money for school trips etc and ensuring this is given to the Finance Office. |  | X |  | X |  |  |

**Other information:**

* If required, be available to undertake work out of normal working hours.
* Be aware of and support difference and ensure equal opportunities for all.
* To maintain confidentiality at all times.