



Job description: Teaching Assistant Level 2

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| Reports to: | SLT link |
| Location: | Hamstead Hall Academy |
| Contract: | Permanent |
| Working Pattern: | Full time/ Term time only |
| Salary: | Support Staff Pay Scale 2 £24,027-£25,992 |

Job Purpose

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Key Responsibilities

Support for Pupil

- Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- Support children with special needs (if appropriate to the focus of the role)
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- Support for Gifted and Talented pupils

Support for the teacher(s)

Provide support for learning activities by

- Supporting the teacher in the planning and evaluation of learning activities
- Supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records
- Support literacy and numeracy activities in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the management of pupil behaviour by
 - Promoting school policies with regard to pupil behaviour
 - Supporting the implementation of strategies to manage pupil behaviour
- Undertake routine marking in line with school policy
- Provide clerical/admin. support, e.g., photocopying, collecting money, administer coursework



Support for the school

- Provide support to colleagues
- Develop own effectiveness in a support role

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

General

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parent's evenings within working hours
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

Review and Amendment

This job description is subject to an annual review. It may be amended at the request of the CEO, Headteacher or the post holder after consultation.

Signed Head teacher: _____

Signed Postholder: _____

Date: _____



Person Specification: Teaching Assistant Level 2

Qualification Criteria

- NVQ Level 2 qualification
- Good numeracy and literacy skills
- Good ICT skills
- Science background (Desirable)

Experience & Skills and Abilities

- Experience of working with children
- Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals
- Some experience of using ICT effectively
- Knowledge of policies and codes of practice/legislation
- An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
- A good understanding of child development and learning processes
- The ability to follow instructions from the teacher and also be able to work independently
- To make effective contributions to the team as appropriate
- The experience of and the ability to deal positively with children and parents
- The ability to manage behaviour effectively
- The ability to implement assessment for learning under the guidance of the teacher
- Show initiative and work independently

Other

- Enjoy working with children
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Hamstead Hall Trusts data protection rules and procedures
- Liaise with colleagues, parents, and external contacts at all levels of seniority with confidence, tact, and diplomacy

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

