

## **JOB DESCRIPTION**

**SCHOOL:**

**POST TITLE:** Teaching Assistant Level 2

**BAND:** 7 14-17

**REPORTS TO:**

**MAIN PURPOSE:** To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils, including those with SEN 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.

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**TASKS:**

**SUPPORT FOR THE PUPIL:**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Be aware of and implement 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 THE TEACHER:**

- 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
- 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 established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers under teacher guidance
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc

**SUPPORT FOR THE CURRICULUM:**

- 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 □ Assist with the supervision of pupils out of lesson times
- 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
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date:



## PERSON SPECIFICATION

**POST TITLE:** Teaching Assistant Level 2

**BAND:** 7 (14-17)

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	Requirement to complete DCSF Teaching Assistant Induction Programme	AF	D1	First Aid training or willingness to undertake appointed person certificate in First Aid	I, R
	E2	Willingness to participate in relevant training and development opportunities	AF, I	D2	Child Protection training	AF, C
	E3	NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience	AF,C	D3	Training in Special Educational Needs strategies	AF, C

<b>Experience &amp; Knowledge</b>	E4	Recent and relevant experience of working with and/or caring for children within a specified age range/subject area, preferably within a school setting	AF,R,I	D4	Experience of working in a school environment	AF,R,I
				D5	Experience of working within a school with small groups of children	AF,R,I

<b>Skills</b>	E5	Ability to relate well to children and adults	R,I	D6	Relevant knowledge of First Aid	AF, I
	E6	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	R, I	D7	Knowledge of Child Protection	AF, I
	E7	Ability to build effective working relationships with all pupils and colleagues	R, I, D	D8	Equal Opportunities and recognising the nature of the diverse school community	AF, I
	E8	Ability to promote a positive ethos and role model positive attributes	R, I	D9	Understanding of basic technology – computer, video, photocopier etc	AF, I
	E9	Ability to work with children at all levels regardless of specific individual needs	R, I, D			

E10	General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)	AF, I		
E11	Experience of resources preparation to support learning programmes	AF, I		
E12	Effective use of ICT to support learning	AF, I		
E13	Good communication skills	AF, I		
E14	Good numeracy and literacy skills	I, T		
E15	Be able to maintain confidentiality	I		
E16	Good listening skills	I, R		
E17	The ability to manage behaviour of children in a positive and supportive manner	I, R		
E18	Awareness and basic understanding of the school curriculum (within specified age range or subject area)	AF, I		

	E19	General awareness of inclusion, especially within a school setting	I			
<b>Personal Attributes</b>	E20	Friendly, approachable and professional manner	R,I			
	E21	Calm approach				
	E22	A commitment to working as part of the whole school team and supporting the vision and aims of the school				
	E23	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements				

	E24	Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners				
	E25	Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work				
	E26	Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning				
	E27	Able to improve their own practice through observations, evaluation and discussion with colleagues.				
<b>Special Requirements</b>	E28	Willingness to support the Christian ethos of the School	AF, I	D10	Practicing Roman Catholic	AF, I
	E29	Motivation to work with children	AF,R,I			
	E30	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I			



	E31	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I		
	E32	Suitability to work with children	D		
	E33	An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	AF, I		

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check