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| **Job Description – Teaching Assistant Level 2 (with a 1:1 responsibility for a child with additional needs)** |  |

Reporting to the Head Teacher

Salary: Local Authority Support Staff Pay Spine Point 7 - 8

Hours:  Full-time, Permanent

Location: Errington Primary School

# Main Purpose:

# To work under the guidance of teaching/senior staff to supervise children, implementing schemes of work with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning and assessment cycle and the management/preparation of resources. This may include providing support in addressing the needs of pupils who need particular help in overcoming barriers to learning. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain classroom management, nurturing pupils and building positive relationships with pupils and staff members alike. When working within a 1:1 pupil, a sound understanding of sensory diets, intervention, breaking down tasks whilst supporting the child holistically will be required.

### Duties and Responsibilities

#### Support for the Pupil:

* Use specialist (curricular/learning) skills/training/experience to support pupils
* Assist with the development and implementation of Individual Support/ Behaviour Plans
* Establish nurturing working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievements, give encouragement and praise.
* Provide feedback to pupils in relation to progress and achievement
* Work with the SENCo and LA to provide any specialist support needed for a 1:1 pupil to allow them to access the curriculum and wider offer that the school plans and delivers.
* To understand the Thrive programme and support it implementation.
* To understand attachment, trauma and relationship difficulties.

**Support for the Teacher:**

* Work with the teacher to establish an engaging learning environment
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Undertake marking of pupils work and accurately record achievement/progress
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with issues and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
* Provide general administrative support e.g. produce worksheets for agreed activities, laminating etc

**Support for the Curriculum:**

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Implement local and national learning strategies e.g. literacy, numeracy, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Help pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources
* Be proactive in curriculum review and give feedback about learning sequences and recall.

## 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
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in regular meetings
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Supervise pupils on out of school activities as required
* Accompany teaching staff and pupils on visits and trips as required with appropriate responsibility
* 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.

**Safeguarding – Promoting the Welfare of Children and Young People**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**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.**

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| **Person Specification – Teaching Assistant Level 2 (with a 1:1 responsibility for a child with additional needs)** | A black background with blue text  AI-generated content may be incorrect. |

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|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Willingness to participate in relevant training and development opportunities * NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant * Qualifications at GCSE level or equivalent in Maths and English | * First Aid training or willingness to undertake appointed person certificate in First Aid * Child Protection training * Training in Special Educational Needs strategies * Thrive training for inclusion |
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| **Experience** | * Recent and relevant experience of working with children within an education setting, within a specified age range/subject area * Working as a 1:1 to support a child with additional needs. | * Experience of working in a school environment * Working with the Thrive programme. * Experience of attachment and trauma. |
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| **Skills and Knowledge** | * Ability to relate well to children and adults * Ability to work effectively within a team environment, understanding classroom roles and responsibilities * Ability to build effective working relationships with all pupils and colleagues * Ability to promote a positive ethos and role model positive attributes * Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate * Ability to adapt own approach in accordance with pupils needs * Understanding of national curriculum and other basic learning Programmes/techniques (within specified age range/subject area) e.g. knowledge of core subjects * Understanding of principles of child development, learning styles and independent learning * Experience of resources preparation to support learning programmes * Effective use of ICT to support learning * Experience of resources preparation to support learning programmes * Excellent communication skills * Excellent numeracy and literacy skills * Be able to maintain confidentiality * Excellent listening skills * The ability to manage behaviour of children in a positive and supportive manner * General awareness of inclusion, especially within a school setting | * Relevant knowledge of First Aid * Knowledge of Child Protection * Equal Opportunities and recognising the nature of the diverse school community * Understanding of basic technology – computer, video, photocopier etc * Working knowledge of relevant policies/codes of practice/legislation |
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| **Personal and Professional Attributes** | * Friendly, approachable and professional manner * Calm approach * A commitment to working as part of the whole school team and supporting the vision and aims of the school * High expectations of all pupils * Ability to build and maintain successful relationships with pupils. * Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work * Ability to liaise sensitively and effectively with parent and carers, recognising their role in pupils learning |  |