

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
AA6959 (formerly B505)	Teaching Assistant - General Level 2	Grade 3	325 NJC	April 2008

Reporting Relationships

Responsible to: Headteacher / SENCO

School Purpose and Values

Our purpose, in partnership with the whole community is to successfully educate, inspire and enrich our future generations by engaging all children with effective and inclusive teaching through a stimulating and meaningful curriculum.

Our Ethos is:

To create a happy, caring and challenging environment, which meets the needs of children for security, acceptance, respect and responsibility and nourishes their development as both learners and individuals.

To promote the principle of equality of opportunity; to value diversity and to challenge discrimination and prejudice in respect of gender, ethnic origin, social backgrounds, disability or religious belief.

To develop dedicated staff team that offers all staff satisfaction in their jobs, helps them to achieve their professional aspirations and creates a team focussed on meeting the needs of all the children in our care.

Statement of Purpose

To work under the direct instruction of teaching staff, and providing support to address the needs of pupils who need particular help to overcome barriers. Provide general support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring 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.
- Undertake appropriate basic administration tasks.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Support to Pupils

- Supporting pupils with their learning on a one to one basis.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.¹
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide general support to pupils ensuring their safety, by complying with good H&S practice.

Support to Curriculum

- Assist the teacher in the preparation and development of agreed curriculum activities/materials.
- To provide support in literacy/numeracy/SEN strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Support to School

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.²
- Participate in training and other learning activities and performance development as required. (See footnote 1.)
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

¹ Every effort should be made to ensure support is within contractual hours

² Every effort should be made to ensure support is within contractual hours

Person Specification
Teaching Assistant – General Level 2

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> Supporting Early Years children’s learning in a school. Working with children on a one-to-one basis 	AF/I
Qualifications/Training <ul style="list-style-type: none"> Good numeracy/literacy skills. NVQ 2 for Teaching Assistants (or equivalent). 	T AF/I
Knowledge/Skills <ul style="list-style-type: none"> Understanding of relevant policies/codes of practice. Good understanding of areas of learning in SEN, Early Years and core skills. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. Effective use of ICT to support learning Calm and kind Proactive Able to maintain a structured routine with clear boundaries. 	AF/I /A

CHILDREN AND LIFELONG LEARNING – HR SERVICES

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Pupil focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>AF/I</p>
--	-------------

AF - Application form A - Assessment I - Interview T - Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***