



Job Description: Teaching Assistant Level 2 (a & b) (Post2)

This post is for 18.5 hrs per week and is being offered as a combination of two roles as detailed below:

Role:	Teaching Assistant Level 2a	Teaching Assistant Level 2b
Grade:	NJC APT&C Grade 4 (Points 13-17)	NJC APT&C Grade 5 (Points 17-21)
Hours per week:	5.0	13.5
Paid weeks per year:	43.89	43.89
Actual Annual Salary:	£1978	£5734
FTE Annual Salary Range:	£17,391 - £18,672	£18,672 - £20,541
Days and times to be worked:	Wednesday 9:10 - 16:00 Thursday 9:10 - 16:00 Friday 9:10 - 16:00 With a 40 minute unpaid lunchbreak each day	
Start Date:	7 January 2019	

This post is being offered on a temporary basis, in the first instance, until 31 August 2019. The post will be reviewed during the summer term, with a view to making it permanent.

Job Purpose:	Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
Responsible to:	Mrs A Casson, Vice Principal

Main responsibilities of the post:

Support for pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- To supervise and lead small groups of pupils who need specific intervention.

Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

Support for the school

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

In addition to the above, the postholder may be required to carry out any other duties commensurate with this post as directed by the line manager.

Person Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent) Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D D
Experience Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	E D D D
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E D D D E D D E D E
Other Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people	E E