

Job Description / The Livity School Teaching Assistant – Level 2

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 and to assist the teacher in the management of pupils in the classroom.

Work may be carried out in the classroom/ outside the main teaching area/ or in another school.

Main Responsibilities and Duties:

- Support for pupils
- Support provision for pupils with Complex Needs which includes children with severe learning difficulties, autism, challenging behaviours, profound and multiple learning difficulties and severe medical needs
- Supervise and provide particular support for all pupils with complex needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Educational Plans/Learning Support Plans/Personal Care Programmes, Medical Health Care Plans and Behaviour Plans
- Assist pupils in their learning of personal/social skills at lunch-time to include supervision in the dining hall and outside in the playground
- Assist pupils in all class activities including swimming both in the water and supervision from the pool side
- Supervise and provide particular support for all pupils with complex needs, ensuring their safety and access to learning activities
- Assist pupils in their learning of personal/social skills at lunch-time to include supervision in the dining hall and outside in the playground
- Establish constructive relationships with pupils and interact with them according to individual needs acting as a role model
- Promote the inclusion and acceptance of all pupils within the school and in other settings
- Encourage pupils to interact with others and engage in activities led by the teacher
- Support children in other settings
- Set challenging and demanding expectations and promote self esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Maintain/update and use programmes that are appropriate to the individual child – i.e. Feeding/Communication passports/Behaviour Plans
- Monitor, evaluate and record pupil progress through a range of assessment strategies through pre-determined learning objectives

- Liaise with SALT,OT, EP, Nurse, Health and specialist peripatetic teachers/advisers to develop appropriate programmes of study
- Attend and contribute to meetings with parents/carers to include parents evenings, annual reviews, workshops
- Be aware of and take part in the schools performance management framework, recognise own contribution and expertise to lead, advise and support others and participate in training and development of activities
- To recognise and reward achievement at all times

Support for Teachers:

- 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 and other professionals to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievements/progress as directed
- Provide detailed and regular feedback to teachers on pupil 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 at all times
- Provide clerical/admin support e.g. – photocopying, typing, making resources, using ICT skills to input into pupil portals, administer course work
- Prepare relevant homework activities
- Collate/prepare children's' work for sampling and for their Records of Achievement

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. – KS1/2, Literacy, Numeracy, Early Years, Records of Achievement etc record progress and report back to the teacher
- Support the use of ICT in all learning activities, developing pupils competence, independence and confidence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Undertake and carry out individual teaching/therapy programmes devised through a multi-disciplinary team input

Support for the School

- Be aware of and comply with all 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 that all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school, actively supporting the school
- Act with professionalism at all times treating colleagues with dignity and respect to support new staff and class teams
- Appreciate, support and liaise with other professionals
- Attend and participate in relevant meetings both during and after the school day as required
- Attend a minimum of 2 Parents Evenings a year at the end of the school day
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- 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
- Carry out any other duties consistent with the many and varied needs of the pupils, showing a degree of flexibility in the working hours and arrangements to meet the needs of the children which might disrupt the normal timetable
- Actively support the school to ensure that all pupils have access to opportunities to learn and develop

Teaching Assistant – Level 2 Person Specification

Experience	<ul style="list-style-type: none"> • Experience of working with pupils with Special Complex Needs • Working with or caring for children of relevant age
Qualifications/ Training	<ul style="list-style-type: none"> • Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this • Completion of DFES Teacher Assistant Introduction Programme • NVQ 2 for Teaching Assistants or equivalent qualifications or experience • Training in the relevant strategies e.g. literacy • First aid training/training as appropriate
Knowledge/ Skills	<ul style="list-style-type: none"> • Effective use to ICT to support learning • Use of other equipment technology – video, photocopier • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these