



## **Teaching Assistant (Level 2)**

### **Job Description**

<b>Salary scale:</b>	Fulwood 006 (£16,082) - Fulwood 007 (£16,612) pro rata
<b>Hours:</b>	33.33 hours per week Term Time Only + 5 Insets
<b>Permanent / Temporary:</b>	Permanent
<b>Responsible to:</b>	SENCO/Assistant SENCO
<b>Job purpose:</b>	The purpose of the post is to work within the SEND Department assisting and supporting pupils who have SEND and EAL. The post holder will work with individual or small groups of pupils and support individual learning, in liaison with teaching staff.
<b>Managing:</b>	None

### **Key Responsibilities**

The Teaching Assistant's main role is to provide support for pupils with special educational needs. This will involve assisting pupils and teachers in the classroom environment or withdrawing in small groups, monitoring progress and liaising with classroom teachers/line manager.

### **Main Duties**

#### **In relation to the pupils**

- To develop an understanding of the needs of the pupils concerned.
- To take into account the pupils' needs and ensure access to the lessons and their content through appropriate clarification, explanations, equipment and materials.
- To produce appropriate resources to support pupils.
- To lead small guided reading groups in the LRC using resources provided and use Accelerated Reader to check understanding.
- To build and maintain successful relationships with the pupils, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To help the pupils to work in an appropriate way.
- To develop study and organisational skills.
- To help keep the pupils on task and to build motivation.
- To model good practice.
- To help build the pupils' confidence and enhance self-esteem.
- To provide support with examinations where required.

- To assist with integrating new EAL pupils into the Academy; including obtaining timetables, organisers and supporting during their first few days to ensure a successful settling in period.
- Support withdrawal groups using the IDL programme.

#### **In relation to the Teaching Staff / SENCO / Assistant SENCO / EAL Coordinator**

- To have formal and informal meetings with teachers to contribute to planning lessons/activities.
- To work on differentiated activities inside or outside the classroom with identified groups as directed by the class teacher, SENCO or Assistant SENCO.
- To supervise practical tasks.
- To carry out structured classroom observation and feedback outcomes.
- To be involved in keeping daily records and evaluating identified pupil's progress on a half termly basis.
- Contribute to the pupils' annual reviews by writing a brief report and, when necessary, attend the meeting.
- To attend briefings within the SEN Department as required.
- To complete admission testing including CATs and reading tests with new EAL starters.

#### **In relation to the Academy**

- To work as part of the team in relation to individual pupils, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality, behaviour and safeguarding.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Foster links between home and the Academy; contacting parents where necessary.
- Any other reasonable duties commensurate with this level of responsibility and post.

Note: The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

#### **General**

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

#### **Support Staff**

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

### **Personal qualities for all staff**

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

- Aim High
- Work Hard
- Be Nice
- No Excuses

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

### **Performance Management**

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

### **Safeguarding Commitment**

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

### Teaching Assistant (TA2)

Specification	Essential	Desirable
<b>Qualifications and training</b>	<p>A good, general education to GCSE standard (or equivalent) including English and Maths at grade C or above.</p> <p>Be willing to undertake training in the area of special educational needs and English as an additional language.</p>	<p>Training relating to working with pupils with special educational needs and/or English as an additional language</p>
<b>Experience</b>	<p>Evidence of having worked with children.</p> <p>Relevant work experience in a similar environment.</p>	<p>Experience of working with children with special educational needs and/or English as an additional language, preferably at secondary age.</p> <p>Experience of leading small group intervention.</p>
<b>Qualities, skills, knowledge and abilities</b>	<p>A positive interest in working with children.</p> <p>Ability to get the best out of children.</p> <p>Flexibility and adaptability.</p> <p>Able to work on own and as part of a team.</p> <p>Ability to build good working relationships with a range of colleagues.</p> <p>A clear communicator.</p> <p>Ability to work calmly and with patience.</p> <p>Ability to work well under pressure.</p>	<p>ICT skills including word processing and e mail usage.</p>
<b>Health</b>	A good attendance record.	
<b>References</b>	<p>Supportive.</p> <p>Full DBS clearance.</p>	