Job Description

Teaching Assistant – Level 2, Grade 3

£17,173 pro rata, term time only which equates to apx £10,725 per annum

8.30am – 1.00pm Monday to Thursday, 8.30am to 4.45pm Friday

Reporting to: Teacher / Assistant Headteacher for the phase

Apart from other colleagues in the school, the main contacts of the job are: Head of School, Executive Headteacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

Under the guidance of teaching/senior support staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils

Provide support for pupils in their learning across the curriculum with a particular emphasis on reading, writing and mathematics

To assist the class teacher in classroom and lesson resourcing, curriculum delivery and day to day pupil supervision

Main Duties

Support for pupils

1. To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ILPs

2. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities

3. Give regular feedback on children's progress to the class teacher and file records

4. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters

5. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs

6. Promote the inclusion and acceptance of all pupils

7. Encourage pupils to act independently as appropriate

8. To occasionally supervise whole classes as required

Support for Teachers

9. Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies

10. Under the direction of the teacher prepare the classroom for lessons and clear afterwards, as appropriate.

11. Undertake pupil record keeping and updating records, information and data, producing reports as required.

12. Assist in the development and implementation of behaviour management strategies.

13. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.

14. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

15. Administer and assess routine tests and invigilate exams and undertake routine marking of pupil's work

Support for the Curriculum

16. Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.

17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use

18. Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

Support for the School

19. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.

20. Assist in maintaining high standards of health and safety at all times.

21. Maintain good relationships with colleagues and work together as a team.

22. Assist in the supervision of classroom and outdoor activities.

23. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.

24. Contribute to the overall ethos/work/aims of the school.

25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

26. Attend relevant meetings.

27. Participate in training, including relevant learning strategies and other learning activities and performance management where required.

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007. In addition to HLTA's, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 2 may be called upon to provide cover supervision for a group or occasionally for a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Kingsway Community Trust policies.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification – Teaching Assistant Level 2

Selection Criteria	Method of Assessment	Essential
At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.		
1 Experience		
1.1 Experience of working with children of primary school age in a school setting	Application form/Interview	√
2 Qualifications/Training		
The successful candidate will:		
2.1 Possess excellent numeracy/literacy skills (at a level equivalent to at least NQF Level 2)	Application form/Interview	√
3 Knowledge & Skills		
3.1 Ability to relate well to children and adults	Interview	√
3.2 Excellent Literacy and mathematical skills	Application form/Interview	
3.3 Ability to work as a part of a team	Application form/ Interview	√
3.4 An understanding of the role of Teaching Assistant and other professionals working in the classroom	Application form/Interview	√
3.5 Ability to use relevant ICT	Application form/Interview	√
3.6Understanding of national/foundation stage curriculum	Application form/Interview	√
3.7 Basic understanding of child development and learning	Application form/Interview	√
3.8 Willingness to undertake minor first aid training as appropriate	Application form/Interview	√
4 Personal Style & Behaviour		
The successful candidate will have:		
4.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	Interview	√
4.2 Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Application form/Interview	√
4.3 The flexibility to adapt to changing workloads, demands and new school challenges	Application form/Interview	√
4.4 Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of pupils	Application form/Interview	√
4.5 Personal commitment to continuous self-development	Application form/Interview	√
4.7 Personal commitment to the school's professional standards, including dress code as appropriate	Interview	√
5 References		
5.1 Positive recommendation(s) in 2 professional references		√
5.2 DBS clearance/no adverse outcomes from the DBS check		√