JOB DESCRIPTION

School: EP COLLIER	**Department/Division: Education, Social Services & Housing**
Post Reference No:	**Location: EP Collier**
Job Title: TEACHING ASSISTANT – GENERAL LEVEL 2	**Grade/Salary Range: RG3m** **Gauge Code: Q402**

JOB PURPOSE

LEVEL 2 - 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 and the classroom. Work may be carried out in the classroom or outside the main teaching area.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Working under the direction of the classroom teacher this post will be performance managed by the Key Stage Leader/Teacher in Charge.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Implement literacy and numeracy programmes including wave 2 interventions
- Establish constructive relationships with pupils and interact with them according to individual needs
- To be aware of the Equal Opportunities and Behaviour Policies of the school and apply them in practice to promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

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
- Assist with the planning of learning activities
- Monitor 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.
- 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
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

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. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required including participation in relevant INSET activities
- 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
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working
- Uphold the school's Confidentiality Policy

DUTIES BEYOND THE GATEWAY

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Lead literacy and numeracy programmes including wave 2 interventions
- Communicate with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? - Please specify

Is this post 'politically restricted'? NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? LEVEL 1/~~LEVEL 2/LEVEL 3~~

SIGNED

Date

PERSON SPECIFICATION

School: EP COLLIER	**Education & Community Services**
Job Title: TEACHING ASSISTANT GENERAL (L2)	**Post Reference No:**

Qualifications/Education/Training:

Educated to a very good level in maths and English.
Very good literacy and numeracy skills.
NVQ2 for Teaching Assistants or equivalent qualifications or experience
Training in the relevant learning strategies e.g. literacy and intervention programmes
First aid training as appropriate

Experience

Working with or caring for children of relevant age

Knowledge, Skills and Abilities

Good verbal and written communication skills using accurate written and spoken English

The ability to follow specific instructions from the class teacher or senior management team

Effective use of ICT including Microsoft Office applications

Use of other equipment technology – video, photocopier, digital camera

Willingness to adhere to school polices/codes of practice and awareness of relevant legislation

General understanding of national/foundation stage curriculum and other basic learning programmes/strategies

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults, including parents, and develop positive working relationships

Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Ability to support the children's skills of independence, academic and social and emotional

development

Understanding of the barriers to learning that a child with SEN may experience

Ability to work proactively and on own initiative where appropriate

You will be sympathetic towards and tolerant of the diverse needs of our children

Ability to maintain a professional demeanour in challenging situations

Good organisational skills

Awareness of the need for and ability to follow child safeguarding procedures as directed

Understand the importance of confidentiality

Flexible and reliable