

**OAK HILL FIRST SCHOOL**

**Person Specification**

**Post Title: Level 2 Teaching Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **How Assessed** |
| **Education & Qualifications** | * NVQ 2 for Teaching Assistants or equivalent qualification * Good numeracy/literacy skills - GCSE English and Maths, grade C or above * Willingness and self-commitment to undertake training in relevant learning strategies e.g. literacy/numeracy | * Attended Teaching Assistant induction training * Appropriate first aid training | Certificates and references  Interview and Selection |
| **Knowledge and Experience** | * Is committed to and has an understanding of up to date safeguarding issues. * Contributes to safeguarding and promoting children’s welfare. * Experience of working with children in a classroom setting * Basic understanding of a child’s development and learning * Understanding of the relevant policies/codes of practice and awareness of relevant legislation in the context of your role * General understanding of National Curriculum and other relevant programmes/strategies * Resources preparation to support learning programmes | * Experience of working with children in First School Setting | Application form  Interview  References |
| **Skills and Abilities** | * Able to demonstrate high quality classroom practice * To promote a positive ethos and be a good role model * To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. * Understanding of the principles of inclusive practice and how it applies in a school setting * To work with children at all levels regardless of specific individual need and to identify learning styles as appropriate * To adapt your own approach in accordance with pupil needs * To liaise sensitively and effectively with parents and carers, recognising your role in pupils’ learning * Effective use of ICT to support learning. Be familiar with use of other technology * Ability to manage time and prioritise * Able to work on your own initiative * Ability to contribute to the learning environment * To continually improve one’s own practice/knowledge through self-evaluation and learning from others * Proven effective behaviour management strategies. | * Experience of teaching intervention groups or supporting vulnerable learners e.g. Rapid Phonics/Smart Moves. | Application form  Interview  References |
| **Work Circumstances** | * To work flexibly as the workload demands * Occasional out of hours working to support school functions * This post is subject to a satisfactory enhanced DBS disclosure |  | Interview  References  DBS clearance |
| **Personal Qualities, Dispositions** | * An ability to remain professional at all times. * Caring; compassionate * Excellent communication skills and the ability to relate well to all members of the school community * Reliable, honest, efficient and approachable * Keep pupil, parent and school confidentiality as appropriate * Willingness to show commitment to the life of the school and home/school partnership |  | Interview  References |

**Note to applicants: Please try to show in your application whether or not you meet these essential requirements**



**TEACHING ASSISTANT (GRADE 2)**

**JOB DESCRIPTION**

**Post Title: Teaching Assistant Grade 2**

**Name of Teaching Assistant:**

**Directorate:** DIRECTORATE OF CHILDREN'S SERVICES

**Grade:** Two

**Reporting To:** Line Manager & Deputy Headteacher (In CAPITALS please)

**Responsible for Supervision and Management of:** None.

**Supervision Recieved:** Classroom teacher/designated supervisor.

**Main Purpose of Job:**

To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

**Responsibilities, Duties and Tasks:**

**OUTLINE RESPONSIBILITIES AND TASKS**

Under the direction of and within an education plan provided by the classroom teacher:

* Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
* Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
* Use specialist skills to foster the intellectual and social development of children.
* Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
* Undertake those activities necessary to foster the intellectual and social development of children.
* Within competence to assist the teacher in the delivery of educational and developmental work programmes.
* To monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
* Assist the classroom teacher in the planning of work programmes for individuals and groups of children.

**GRADE 1 AND 2**

**JOB RESPONSIBILITIES AND TASKS may include:**

**Under the direction and control of the Classroom Teacher ‑**

* To assist the teacher with learning activities generally in the classroom.
* Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
* Contributing to the formulation of Individual Provision Maps including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
* To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
* To display and present children's work.
* Responsibility for visual aids.
* To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
* To prepare resources for lessons and activities.
* Assistance with the physical manipulation of objects and equipment.
* General supervision, counselling and discipline of children and students, within the procedures of the school and/or service.
* To assist the teacher in liaising with parents and professionals such as speech therapists.
* To assist at an appropriate level with the provision of general care and welfare of children including:

(i) assistance with the personal hygiene routine, e.g. toilet training, changing  
 of incontinent children, dressing and undressing;  
  
(ii) the changing of soiled clothing including its disposal in the appropriate way;  
  
(iii) assisting with children's injuries and where qualified, administering basic  
 first aid;  
  
(iv) (following consultation and agreement) to assist with the administering of  
 medicines under the direction of the appropriate medical staff;  
  
(v) to assist with the identification and monitoring of children's general health  
 and welfare.

* Helping the teacher with tasks.
* Hearing children read.
* Supporting children to be independent by helping them with tasks.
* Answering questions from pupils.
* Providing support for Literacy and Numeracy.
* Giving spelling exercises if appropriate to the needs of the pupils.
* Assisting with supervision of children within the school.
* Assisting the pupil to access the normal routines of the classroom.
* Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
* Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
* To contribute to meetings to discuss the specific child's progress.
* Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
* Adhering to and maintaining school routine and codes of conduct.
* Supporting the ethos of the school.
* To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
* To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
* Promote pupil independence in learning, and reinforcing the child(ren)'s self‑esteem through praise and encouragement.
* Assisting with the promotion of independence activities and mobility skills.

**General Duties:**

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the Directorate’s Health and Safety Policy.

**Contacts:**

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Pupils, parents, classroom teacher/supervisor, other professional groups, other Teaching Assistants.

**Notes:**

* Oak Hill is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS clearance.
* The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* Reasonable adjustments will be considered as required by the Disability Discrimination Act.
* The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equal Opportunities Policy.

|  |  |
| --- | --- |
| **Prepared by:** | **Date:** |

Job Description issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of Headteacher / Deputy Headteacher)

Copy Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of Teaching Assistant)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_