



Raleigh
EDUCATION TRUST

Level 2 Teaching Assistant

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POST	LEVEL 2 TEACHING ASSISTANT
Reports to	Academy Principal / Senior Leadership Team
Salary range	GLPC D, Point 6 – 11
Contract type	Permanent
Hours	37 hours – Term time only

The role in a nutshell

As a Level 2 Teaching Assistant, you will play a vital role in shaping the lives of the children you support. Your work will help pupils overcome learning and developmental challenges, making a meaningful contribution to the quality of education they receive.

The roles allocated to a teaching assistant are diverse and may vary from school to school. The main duties for this teaching assistant post are:

- Assisting with teaching in class, under the direction of the class teacher
- Supporting children with additional or special educational needs
- Leading lessons as directed by the class teacher
- Delivering intervention sessions to small groups
- Helping individual pupils access their educational provision

This role requires flexibility and adaptability, as each day brings new topics and challenges. While the work can be demanding, the rewards are significant, seeing pupils grow in confidence and achieve their goals will make every effort worthwhile.

The candidate

The ideal candidate will have or can demonstrate a commitment to undertake professional development:

- Qualified to Level 3 CACHE Diploma in Childcare and education or equivalent
- Ideally, GCSE English and mathematics or a willingness to work towards a fully funded equivalent qualification.
- An unwavering commitment to a wide range of children with individual and often complex needs
- Excellent communication skills
- A commitment to teamwork

We welcome applications from everyone who believes they meet the expectations of the role regardless of age, gender, ethnicity, sexual orientation, faith, or disability. To ensure that our staff composition is representative of the communities we serve, applications from groups who are currently under-represented in education including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension scheme, health assured programme with access to mental health, financial and family support (EAP) and the Cycle Scheme salary sacrifice.

We prioritise your professional growth with annual training and development opportunities, training bursaries are available upon request.

General duties and responsibilities

The roles allocated to a Teaching Assistant are diverse, so they may vary from academy to academy.

Key Duties	• Assist the class teacher in the planning and evaluation of teaching and learning activities. • Provide support to individuals, groups or whole class on teacher planned curriculum activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise. • Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and make progress. • Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour. • Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate. • Support pupils' learning activities including additional learning needs and development and maintain an awareness of the planning, delivery and evaluation of learning activities. • Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly. • Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom.

Support for the Pupil	• Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential. • Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate. • Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas. • Help with the care and support of pupils by supporting children's communication and intellectual development and physical, emotional and social development. • Contribute to the planning to meet children's development needs. • Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times. • Assist with the personal and intimate care of pupils. • Supervision of pupils at playtime and lunchtimes
Support for the Teacher	• Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate. • Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom; however, learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the Principal. • Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary. • Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required. • Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom and following the Westbury Academy's Behaviour and Relationship Policy. • Escort and assist pupils on educational visits and out-of-school activities, always ensuring their safety and engagement.

Support for the Curriculum	• Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning. • Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary. • Support pupils to use ICT materials and resources effectively to advance their learning. • Contribute to accurate assessment of children's progress and attainment
Support for the School	• Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning. • Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner. • Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required. • Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.
Trust responsibilities	• Support and uphold the Trust's ethos, values, policies and procedures • Apply and adhere to the Trust's Code of Conduct • Act with professionalism and integrity at all times, promoting the Trust's values • Comply with any reasonable request from the Principal to undertake work of a similar level or commensurate with the role / level of responsibility • Comply with Data Protection legislation and follow the principles of GDPR • Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust's and Academies EDI policies • Promote a work environment that protects people's health and safety and welfare in accordance with the Trust's Health and Safety Policy

All staff are expected to maintain high standards of customer care in the context of the Trust's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

Person Specification

You should be able to demonstrate that you meet the following criteria	Measured by A - Application form B - Assessment task C - Interview
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	D - References	
Education and Qualifications	Required	Assessment
Qualified to Level 3 CACHE Diploma in Childcare and education or equivalent	Desirable	A
Educated to grade 4 or above at GCSE level in English and Maths	Essential	A
Experience and knowledge		
Awareness of/willingness to train to get knowledge and understanding of the Teaching Assistant's role in supporting teaching and learning across the curriculum.	Essential	A
Knowledge of appropriate behaviour management practices	Essential	A C D
Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security	Essential	A C D
Knowledge of safeguarding procedures and protocols.	Essential	A C D
Experience of working with children and young people.	Essential	A
Ability to use resources and materials including ICT software and equipment	Essential	A
A commitment to inclusive education.	Essential	A C D
Have experience of working effectively with children, including those with additional needs.	Desirable	A B C D
Skills		
Awareness of individual needs and ability to adjust communication methods accordingly.	Essential	A C D
Ability to communicate effectively, both orally and in writing	Essential	A C D
Ability to establish positive relationships with pupils, families and colleagues	Essential	A C D
Awareness of techniques necessary to support individual learning needs and development	Essential	A C D
Ability to contribute to the planning and delivery of learning activities	Essential	A C D
Ability to organise classroom resources and assist with the maintenance of pupil records	Essential	A C D
Personal Characteristics		
Conviction that all pupils can succeed and a commitment to securing the highest achievement for all.	Essential	A B C D
The personality to engage and enthuse staff, pupils and parents.	Essential	B C D
Ability to understand and respond to the emotional and learning needs of young children calmly and supportively.	Essential	A B C D
Genuine interest in education and child development, with a proactive approach to professional growth.	Essential	A B C D

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application.

To complete the application process, you will need to complete the application form and associated documents through the portal which can be found at: <https://raleigheducationtrust.facebook.co.uk/vacancies>

Only candidates requested for an interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

Raleigh Education Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.