



Job Description

Post Title: Teaching Assistant Level 2
Salary: Grade 4
Location: Based at Oldfleet Primary School

Organisational: Reporting to: Class Teacher/Senior Leadership Team

Purpose of Role

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff/SENCO/Senior Leadership Team in line with school policies and guidance. This may involve; monitoring pupils;

assessing, recording and reporting on pupils achievement, progress and development. To act as a classroom support, in particular, supporting Literacy and Numeracy development activities for the specific tutor group.

Key Responsibilities

- To promote the inclusion and acceptance of all pupils within the classroom.
- To establish productive working relationships with pupils, acting as a role model and setting high expectation.
- To work alongside the SENCO and the Senior Leadership Team to contribute towards the development and implementation of relevant pupil plans.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities in the classroom and throughout the lunchtime period.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.
- To act as a classroom and lunchtime support, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
- To ensure lesson time is well organised, enabling constructive activities to take place including; group discussion and positive group interactions; Literacy programme; Numeracy programme and monitor pupils' progress across all subjects.
- Any duties of a similar nature as directed by the SENCO or Senior Leadership Team.

Co-operative Values

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others. As an employee of the Yorkshire & the Co-operative Learning Trust you will be expected perform this role with these values underpinning all elements.

Safeguarding

The Yorkshire & the Humber Cooperative Learning Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibility for Staff:	None
Responsibility for Customers/Clients:	Safeguarding welfare of children. Promoting inclusion of all and modelling behaviour of young people.
Responsibility for Budgets/Financial resources:	None
Responsibility for Physical Resources:	Prepare, maintain and use equipment and resources, including ICT, for use in relevant learning activities. Records and relevant files on pupils

Personal Specification

		E	D	How Identified
Qualifications	NVQ TA Level 2 or equivalent	✓		AF, QC
	GCSE in English & Maths at Grade C or above	✓		
	Commitment to continued professional development	✓		
Relevant Experience	Experience of working in an education environment	✓		AF, I
	Experience of working with both small & larger groups of pupils	✓		
	Experience of working with children with complex learning needs	✓		
Skills (including thinking challenge/ mental demands)	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The ability to work independently and use their initiative	✓		
	Awareness of the importance of confidentiality	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		
Written Skills	Ability to maintain accurate and up to date records of progress	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children, young people	✓		AF, I
	The post holder should have basic knowledge of ICT and its applications	✓		
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		
Disclosure & Barring Service:	The successful candidate's appointment will be subject to the School obtaining a satisfactory and Enhanced disclosure from the Disclosure & Barring Service (if ticked as an essential requirement).			DBS
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.			AF(after short listing)