



## JOB DESCRIPTION

<b>Title of Post:</b>	Teaching Assistant Level 2 – Fixed Term to 31st August 2018 (Named Child contract)
<b>Status:</b>	32.5 hours per week, term time only 8.15am to 3.15pm (30 minute lunch break)
<b>Responsible to:</b>	Inclusion Leader
<b>Salary:</b>	Grade 2 (spine point 11-19) £15,807 - £18,746 pa, pro rata Actual Salary for 32.5 hours per week, term time only £12,307 - £14,596

---

## **JOB PURPOSE**

- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.
- To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him to make best use of the educational opportunities available to him.

## **Qualities and Skills**

- Qualified to NVQ Level 2 Teaching Assistant, or be willing to work towards obtaining this qualification.
- Ideally some experience as a Teaching Assistant (although not essential) and/or working with children.
- Ability to work within the existing team under the direction of the Inclusion Leaders and/or using own initiative to achieve results.
- An empathetic understanding of the needs of children with learning difficulties and/or other special educational needs, as appropriate.
- Imagination, creativity and initiative.
- Good standard of education essential, including the ability to support students aged 11-18 in all National Curriculum subjects.
- An ability to work with teaching staff developing programmes of work suitable for specific students.
- Produce a wide variety of good quality modified/adapted curriculum materials as required for students.
- Liaise closely with other members of the team to ensure that appropriate curriculum materials are available to meet every student's individual need.
- Meet deadlines for the production of curriculum materials and advise when items have been produced.
- Undertake any other duties that are commensurate with the post.
- Experience and knowledge of Microsoft Office programmes.
- Have good literacy and numeracy skills.
- Responsibility for promoting and safeguarding the welfare of children and young persons.

The successful candidate will work under the direction of the Inclusion Leaders/Inclusion Administration Manager. He/she will be responsible for the integration needs of students as directed by the Inclusion Leaders.

**The successful candidate will be requested to apply for for *Enhanced Disclosure from the Disclosure and Barring Service (DBS)*, although a criminal record will not necessarily be a bar to obtaining the position.**

***Plantsbrook Learning Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.***

**CORE JOB DESCRIPTION**  
**TEACHING ASSISTANT - LEVEL 2 (Single Status lilac book)**

**Purpose of job**

To support teaching staff in the development and education of pupils, in particular with the 1 to 1 provision of a named child in the development and education of the pupil, including the provision of specialist skills as appropriate.

**Duties and responsibilities**

**Support for pupils**

1. Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being.
2. Support children with special needs (if appropriate to the focus of the role)
  - Sensory and/or physical impairment
  - Cognition or learning difficulties
  - Social, emotional and mental health needs
  - Communication and interaction difficulties
  - Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.
3. Support for Academically more able pupils.

**Support for the teacher(s)**

1. Provide support for learning activities by:
  - a. supporting the teacher in the planning and evaluation of learning activities
  - b. supporting the delivery of learning activities
2. Support in organising effective learning environments and maintaining appropriate records.
3. Support literacy and numeracy activities in the classroom.
4. Support the maintenance of pupil safety and security.
5. Contribute to the management of pupil behaviour by
  - a. promoting school policies with regard to pupil behaviour
  - b. supporting the implementation of strategies to manage pupil behaviour
6. Undertake routine marking in line with school policy.
7. Provide specific administrative support, e.g. photocopying

**Support for the school**

1. Provide support to colleagues.
2. Develop own effectiveness in a support role.

**Support for the curriculum**

1. Support the use of information and communication technology in the classroom.
2. Work as required across the curriculum in all Key Stages within the school as appropriate to their training and experience.
3. Ensure their tasks are carried out with due regard to Health and Safety
4. Participate in appropriate professional development including adhering to the principle of performance management.
5. Adhere to the ethos of the school
  - a. To promote the agreed vision and aims of the school.
  - b. To set a good example of personal integrity and professionalism
  - c. Attendance to staff meetings/training and parents' evenings as appropriate, in agreement with the Inclusion Leader. Payment for additional hours will be via TOIL or overtime.
6. Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school.

**Reports to:**

Inclusion Leaders/Inclusion Administration Manager

**Principal Contacts:**

Students, internal staff, parents and outside agencies

**Special Conditions:** Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed.

**Closing Date: Friday 24th November 2017**

## PERSON SPECIFICATION

**Title of Post: Level 2 Teaching Assistant – (Named Child contract)**

Criteria	Essential	Desirable	How Assessed
<b>Relevant Experience</b>	<p>Experience of working with children.</p> <p>Experience of using ICT effectively</p>	Experience of working as a Teaching Assistant	<p>AF/I</p> <p>AF/I</p>
<b>Professional Skills/Abilities</b>	<p>Experience of and the ability to deal positively with children and parents</p> <p>The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post</p>		<p>AF/I</p> <p>AF/I</p>
<b>Personal Skills</b>	<p>Ability to work with staff at all levels and have good communication skills</p> <p>Understand the need for confidentiality when dealing with sensitive information</p> <p>Ability to manage behaviour effectively</p> <p>Ability to implement assessment for learning under the guidance of the teacher</p> <p>Flexible and reliable</p> <p>Ability to work within existing team under the direct of Inclusion Leaders and/or using initiative to achieve results.</p> <p>Confident, yet sensitive and discreet in dealing with visitors, parents and students</p> <p>Enjoy working with young people</p> <p>Be optimistic, enthusiastic and generous of spirit</p> <p>Have a sense of proportion and humour</p> <p>Be committed to safeguarding and promoting the welfare of children and young people</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>Interview</p> <p>Interview</p>
<b>Qualifications</b>	<p>Qualified to NVQ Level 2 Teaching Assistant or willing to work towards obtaining this qualification.</p> <p>GCSE English and Maths or equivalent Numeracy and Literacy qualification</p>		<p>AF/I</p> <p>AF/I</p>