



An All-through Co-operative School

JOB DESCRIPTION

JOB TITLE:	Teaching Assistant - Level 2
GRADE:	Scale 2, plus Outer London Weighting pro rata
HOURS:	32.5 hours per week, term time plus 5 INSET days
Responsible and Accountable to:	SENCO (Lower School)
Reports to:	SENCO (Lower School)

Purpose of Job

- To carry out work; care and/or support programmes for children, under the instruction/guidance of teaching/senior staff.
- To enable access to learning for children and assist the teacher in the management of children and the classroom.
- To contribute to the overall ethos, work and aims of the school.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

1. Supervise and provide support and assistance to individuals and groups of children including those with special needs, ensuring their safety and access to learning activities.
2. Undertake structured and agreed learning activities and teaching programmes for individuals and groups of children, including local and national learning strategies such as literacy, numeracy, early years, KS1&2.
3. Adjust learning activities and teaching programmes to take account of pupil needs and responses.
4. Use appropriate strategies and approaches to support and assist children to achieve learning goals.
5. Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
6. Establish constructive relationships with children and interact with them according to their individual needs.
7. Assist with planning of learning activities.

8. Monitor and record children's progress, achievements and responses in respect of all learning activities and teaching programmes.
9. Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to children on their progress and achievements.
10. Create and maintain an orderly and supportive environment for children and teachers, and assist with the display of students' work
11. Prepare, maintain and use equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of children's competence and independence in their use.
12. Administer routine tests and invigilate exams.
13. Provide a range of clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, and administering coursework.
14. Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage children to take personal responsibility for their behaviour.
15. Promote the inclusion and acceptance, and encourage self-esteem and independence, of all children.
16. Assist with supervision of children out of lesson times, including before and after school and at lunchtimes.
17. Accompany teaching staff and children on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
18. Participate in training and development activities and programmes, and attend and participate in meetings, as required.
19. Establish and develop constructive relationships with parents/carers, and appreciate and support other professionals.
20. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection
 - health, safety and security
 - confidentiality
 - data protection
21. Ensure all children have equal access to opportunities to learn and develop.
22. Undertake these duties within agreed school objectives, policies and procedures and promote the school's anti-discrimination policies and Equality Objectives.

General

- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the School's Equal Opportunities Policy.
- Whilst carrying out duties, ensure that confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data you are exposed to in your line of duty.
- Undertake any other duties appropriate to the role, as directed by the Head Teacher or a delegated representative of the Senior Leadership Team.
- For all staff: have a responsibility for promoting and safeguarding the welfare of children and young persons you are responsible for or come into contact with.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes.
- Demonstrate an understanding of the business aspects of schools.
- Experience of working in a fast-paced environment.

Abilities, Skills and Attributes

- Ability to build and form working relationships with pupils, parents and colleagues, to work across operational boundaries.
- Be able to work as a member of a team.
- Demonstrate attributes of discretion, tact and diplomacy.
- Show initiative, drive and commitment to ongoing improvement.
- Be articulate and presentable.
- Be creative problem-solver with the ability to think ahead.
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload.
- Demonstrate a co-operative, reliable, customer responsive with a "can do" attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school.
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges.
- Be able to work under pressure and meet deadlines whilst producing work that is accurate.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It is the responsibility of the post holder to familiarize themselves with the named person(s) for child protection and safeguarding.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons' s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management/Head's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.