



## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant Level 2	<b>Department/Group:</b>	Learning Support / Support staff
<b>Level/Salary Range:</b>	Grade D (Points 6-11) Plus SEN Allowance	<b>Reporting to:</b>	Head of Learning Support
<b>Contract term:</b>	Term time only plus 5 days	<b>Hours per week:</b>	31.33 hours

### Vision Statement

***“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:***

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

### Main Objectives of Role:

The postholder will work under the direction and guidance of the Head of Learning Support with groups and individuals to improve pupil learning and achievement. This will involve liaising with subject teachers, supporting identified pupils in lessons and evaluating their learning needs. Work will mainly be carried out in classrooms, although you may be supporting pupils on a one to one basis elsewhere. It will be necessary at times to support pupils outside lesson times where appropriate.

### Job Description:

- To assist any identified pupil(s) with physical, medical, social and emotional needs as directed by the Head of Learning Support.
- Promote inclusion and acceptance of all students
- Promote self-esteem and independence
- Provide support for learning activities across a range of key stages and in a range of environments.
- Support children’s development, e.g., physical, emotional, social, communication and intellectual development needs.
- Report student achievements, progress, and issues as appropriate in agreed format
- Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
- Undertake student record keeping as requested, including supporting the writing and monitoring of pupil passports and learning plans.
- Promote positive behaviour and find appropriate strategies that engage students in their learning
- Establish productive working relationships with students, acting as a role model, promoting good relationships between students, setting high expectations
- Establish positive working relationships with parents to foster the home school link and inform the planning of in-school support.
- Provide effective support for colleagues
- Support literacy and numeracy activities, recording achievements and progress and providing appropriate reports and feedback for the teacher / senior staff
- Support the use of ICT to support pupils’ learning.
- Observe and report on pupil performance.
- Assist and advise on display of students’ work
- Escort and supervise pupils on educational visits and out of school activities.
- Contribute to maintaining pupil records.
- Contribute to monitoring and maintaining curriculum resources;
- Invigilate tests and examinations;

- Act as a reader or scribe for designated students in examinations (training will be given)
- any other appropriate duties commensurate with the grade of the post which may be required from time to time.

#### **Safeguarding of children and young people**

- The post holder is responsible for promoting and safeguarding the welfare of all children and young people he/she comes into contact with.

#### **Safer Recruitment Statement**

**The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### **All staff employed by the Bishop Fraser Trust are expected to:**

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

April 2023

Signed: \_\_\_\_\_

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

Name: \_\_\_\_\_



## PERSON SPECIFICATION

	Level 2 Teaching Assistant - Criteria	Essential / Desirable
<b>Work related circumstances – professional values and practices of the Bishop Fraser Trust</b>	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
<b>Qualifications</b>	5 GCSE Passes at grade C/5 or higher including English and Maths	E
	Knowledge and understanding of young people's development	E
	NVQ level 2 or Level 3 (or equivalent) in Teaching Assistance or Supporting Teaching and Learning in schools	D
	Qualified to A-Level Standard	D
<b>Experience</b>	Previous experience of working in a similar post and with pupils who have Special Educational Needs	E
	Experience of working with and/or caring for children of secondary age	D
<b>Skills &amp; Knowledge</b>	Ability to deal with pupils in a positive and sympathetic manner	E
	Ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning	E
	Ability to listen to and observe pupils and share observational findings effectively	E
	Able to work in a classroom environment	E
	Can communicate effectively with pupils and adults	E
	Able to interact and respond positively to pupils establishing a rapport and able to be positive and supportive	E
	Aware of the sensitive issues involved in working on a one-to-one basis with challenging pupils and maintain professional relationships at all times	E