

# INVICTUS

Education Trust

## CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

# Job Description

<b>JOB TITLE:</b>	Teaching Assistant Level 2
<b>DEPARTMENT:</b>	Rufford Primary School
<b>GRADE:</b>	Grade 3
<b>REPORTING TO:</b>	Phase Leader
<b>RESPONSIBLE FOR:</b>	None
<b>LIASING WITH:</b>	Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

## Main Purpose

Level 2 staff provide more specific support and work under the supervision and guidance of a classroom teacher. The basic entry requirement is NVQ 2 and staff who are not already qualified are required to work towards it.

To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils and the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

## Main Duties

### Portfolio

- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing on incontinent/sick children, dressing and undressing.
- Supervise the activities of individuals or groups of children (normally up to 8) within the classroom.
- Under the instruction/guidance of a teacher, support pupils with sensory and/or physical impairment.
- Under the instruction/guidance of a teacher, support pupils with non specific learning difficulties
- Under the instruction/guidance of a teacher, support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/guidance of a teacher/external agency worker support pupils with communication and interactions difficulties.
- Assist pupils in the use of resources including IT
- Maintain pupils' interests and motivation



### Mission

'Excellence every day, unlimited ambition and transforming lives'



### Vision

'To create a community of inclusive schools where people choose to learn with us and belong with us, so that everyone succeeds'



### Values

- Respect
- Resilience
- Relationships

- Support individuals and group work assigned by the teacher is raising core skills.
- Support individual education plans
- Escorting pupils home as required, with another member of staff.
- To be aware of pupil problems, achievements, progress and report to the teacher as agreed.
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
- Establish a constructive relationship with pupils and interact with them according to individual needs.
- Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.
- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Making a contribution to organising effective learning environments and maintaining appropriate records.
- Undertake routine marking in line with school policy.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (e.g. assessment information)
- Work with parents to enhance pupils learning
- Liaise with parents as appropriate.
- Support out of hours school learning activities (within established guidelines)
- Monitor pupils' responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performing development as required.
- Attend and participate in relevant meetings as required.

## **Staffing and Resources**

- Positively engage in appraisal reviews as directed by your line manager
- Promote teamwork and effective working practices

## **Other Professional Requirements**

- Communicate with parents/carers and outside agencies where appropriate
- Attend professional meetings as required



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- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

### **Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

### **Support For The Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

### **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not



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need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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# Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<p>NVQ Level 2 Teaching Assistant or equivalent.</p> <p>Good numeracy and literacy skills.</p>	
<b>EXPERIENCE</b>	<p>Demonstrable experience of working with or caring with children of a relevant age.</p> <p>General understanding of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</p> <p>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</p> <p>Basic understanding of child development and learning.</p>	<p>Experience working with children with complex needs and/or SEND</p>
<b>SKILLS AND KNOWLEDGE</b>	<p>A basic knowledge of first aid.</p> <p>Ability to use relevant technology e.g. computer/ keyboard/photocopier/video.</p> <p>Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing with the ability to produce documentation to a good standard.</p> <p>Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions.</p>	
<b>PERSONAL QUALITIES</b>	<p>A Knowledge of Equality &amp; Diversity issues.</p> <p>Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to work as part of a team, understanding classroom roles and own position in these.</p> <p>To comply with the Trust's commitment to the protection and safeguarding of children.</p>	
<b>FLEXIBILITY</b>	<p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust.</p>	

This job description/person specification may be amended at any time in consultation with the postholder.



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