

# INVICTUS

## Education Trust

**JOB TITLE:** TEACHING ASSISTANT LEVEL 2  
**DEPARTMENT:** CRESTWOOD SECONDARY SCHOOL

**SALARY RANGE:** 3 **POINT:** 3-4 **HOURLY RATE:** £9.62-£9.81

**TYPE OF CONTRACT:** TERM TIME, 32.5 hours per week

**REPORTING TO:** SENCO

**LIAISING WITH:** Teaching staff, outside agencies, and parents/carers.

<b>Main purpose:</b>	<ul style="list-style-type: none"> <li>• To undertake work/care/support programmes, enabling access to learning.</li> <li>• To assist teachers in the management of students within the classroom.</li> <li>• To support teaching staff in the development and education of students.</li> <li>• To support the deliverance of specialist provisions.</li> <li>• To support both the academic and emotional development of students.</li> </ul>
<b>Standard Duties:</b>	<ul style="list-style-type: none"> <li>• Support the activities of individuals or groups of students within the classroom.</li> <li>• Maintain student interests and motivation.</li> <li>• Support the deliverance of tailored strategies to assist students who have SEND.</li> <li>• Assist students in meeting the outcomes of their educational health care plans.</li> <li>• Provide support for learning by making a contribution in class discussion/activities.</li> <li>• Make a positive contribution to organising effective learning environments.</li> <li>• Establish good relationships with students/parent/carers.</li> <li>• Deliver, monitor and evaluate keyworker sessions.</li> <li>• Monitor and observe student participation, providing feedback to teachers/SENCO.</li> <li>• Create and maintain department/student resources.</li> <li>• Administer and invigilate routine exams/assessments.</li> <li>• Complete and maintain department admin.</li> <li>• Liaise effectively with teaching staff to understand lesson aims and focus support.</li> <li>• Ensure awareness of student needs in relation to the Code of Practice and develop independent strategies to support effectively.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Be a visible presence within the school, particularly partaking in 'meet and greet'.</li> <li>• Assist department planning of focused interventions.</li> <li>• Promote punctuality/attendance by setting a precedence to students.</li> <li>• Monitor and support vulnerable students within class relating to their engagement and wellbeing.</li> <li>• Provide student feedback, at the request of your line manager, for Annual Reviews, PEPs, and the Assess, Plan, Do, Review process.</li> <li>• Attend meetings, at the request of your line manager, relating to student needs.</li> <li>• Adhere to safeguarding procedures and paying attention to the vulnerabilities of students.</li> <li>• Maintain upkeep of the department with engaging displays and resources.</li> <li>• Ensure that relevant school policies are understood and adhered to.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise weekly with your line manager regarding student feedback.</li> <li>• Partake in regular departmental meetings.</li> </ul>
<b>Strengthening the Community</b>	<ul style="list-style-type: none"> <li>• Work effectively with external agencies.</li> <li>• Secure learning opportunities with the students to promote community cohesion.</li> <li>• Promote school activities, helping to develop student/community involvement.</li> <li>• Be a professional advocate for the school in all contexts.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Report to the SENCO on all aspects of administered responsibilities.</li> <li>• Provide relevant information relating to student performance.</li> <li>• Endorse the behaviour management system.</li> <li>• Observe student participation and the impact of strategies, reporting outcomes to teachers/SENCO.</li> </ul>
<b>Other professional requirements:</b>	<ul style="list-style-type: none"> <li>• Attend professional meetings as required.</li> <li>• Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the school.</li> <li>• Actively engage in the performance management process.</li> <li>• Take part in the school's staff development programme.</li> <li>• Support the delivery of enrichment activities and trips including accompanying and supervising of pupils as needed.</li> <li>• Attend and contribute to meetings and school events in accordance with the school calendar.</li> <li>• Work as a part of a team and positively contribute to effective working relationships.</li> <li>• Take part in school events within established guidelines.</li> </ul>
<b>Other Specific Duties</b>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the school and trust's community, to support its mission and ethos and to encourage and ensure staff and students follow this example.</li> <li>• Be courteous to colleagues and be welcoming to visitors.</li> <li>• Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> </ul> <p>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.</p>	
<b>Support for the School</b>	
<ul style="list-style-type: none"> <li>• To take a full part in promoting the good name of the school and contributing positively to the overall ethos/work/aims of the school and the Trust.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection.</li> <li>• Apply with school dress code.</li> <li>• Attend and participate in meetings as required.</li> <li>• Participate in training, other learning activities and performance development as required.</li> <li>• Recognise own strengths and areas of expertise and use those to advise and support others.</li> <li>• 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.</li> </ul>	

## Person Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> <li>• Grade C GCSE/equivalent in English and Maths (L2 Key Skills accepted).</li> <li>• Teaching Assistant NVQ Level 2 or relevant equivalent.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children and young people in an educational setting.</li> <li>• Experience of working with children and young people to support them in overcoming barriers.</li> <li>• Experience of supporting specialist interventions/strategies.</li> <li>• Experience of undertaking administrative tasks as part of record keeping.</li> <li>•</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Maintain positive relationships with pupils and other adults.</li> <li>• Effective communication and interpersonal skills.</li> <li>• Organisational skills to manage time effectively.</li> <li>• Communication skills to influence, persuade, motivate and engage with students..</li> <li>• Work effectively and sensitively with these students.</li> <li>• Can build effective working relationships.</li> <li>• Can address sensitive matters with a caring approach.</li> <li>• Ability to use ICT with confidence.</li> <li>• Listening skills to support children, young people and their families.</li> <li>• Knowledge and understanding of the SEND Code of Practice (2015).</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the Trust.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> <li>• A strong work ethic</li> <li>• Commitment to endorsing a positive working environment for all.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• To work flexibly to meet the needs of the school and the wider Trust.</li> <li>• To work occasionally out of school hours to partake in open days/trips.</li> </ul>