Job Description

**Job Title: Teaching Assistant - Level 2**

**School: Hillcrest Academy**

**Pay Range: B3**

**Role:**

To work under the instruction/guidance of teaching/senior staff to undertake

work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**Main Duties:**

**1.** Tosupervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

**2.** To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes

**3.** To establish constructive relationships with pupils and interact with them according to individual needs

**4.** To promote the inclusion and acceptance of all pupils

**5.** To encourage pupils to interact with others and engage in activities led by the teacher

**6.** To set challenging and demanding expectations and promote self-esteem and independence.

**7.** To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**8.** To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.

**9.** To use strategies, in liaison with the teacher, to support pupils to achieve learning goals

**10.** To assist with the planning of learning activities

**11.** To monitor pupil’s responses to learning activities and accurately record achievement/progress as directed.

**12.** Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc.

**13.** To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

**14.** To establish constructive relationships with parents/carers

**15.** To administer routine tests and invigilate exams and undertake routine marking of pupils’ work.

**16.** To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.

**17.** To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

**18.** To undertake programmes linked to local and national learning strategies -. literacy, numeracy, KS3, early years-recording achievement and progress and feeding back to the teacher.

**19.** To support the use of ICT in learning activities and develop pupils’ competence and independence in its use.

**20.** To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**21.** To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**22.** To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

**23.** To contribute to the overall ethos/work/aims of the school.

**24.** To appreciate and support the role of other professionals.

**25.** To attend and participate in relevant meetings as required.

**26**. To participate in training and other learning activities and performance development as required.

**27.** To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

**28.** To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced DBS check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

PERSON SPECIFICATION

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| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How identified** |
| **SKILLS**  Good numeracy/literacy skills  Effective use of ICT to support learning  Use of other equipment technology – video, photocopier  Ability to relate well to children and adults  Work constructively as part of a team | Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process | Maths and/or English Grades  GCSE A-C or CSE level 1  First aid training/training as appropriate  Ability to self-evaluate learning needs and  actively seek learning opportunities | Application form  certificate  Application form  certificate  Application form and selection process |
| **KNOWLEDGE & UNDERSTANDING**  Understanding of relevant polices/codes of practice and awareness of relevant legislation  Basic understanding of child development and learning  Working with or caring for children of relevant age  General understanding of national/foundation stage curriculum and other basic learning programmes/strategies | Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process | Understanding classroom roles and responsibilities and your own position within these. | Application form and selection process |
| **QUALIFICATIONS/**  **TRAINING**  Completion of DfES Teacher Assistant Induction Programme  Or equivalent qualifications or experience  NVQ 3 for Teaching Assistants or appropriate level of experience of operating in the classroom environment  Training in the relevant learning strategies e.g. literacy | Application form and selection process  Application form and selection process and/or certificate  Application form and selection process |  |  |

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to a DBS check & satisfactory references. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*