



Job Description

POST:	Teaching Assistant Level 2
RESPONSIBLE TO:	The Principal, under the day-to-day management and leadership of the SENCO Learning Director
GRADE:	SCP7-11 (£22,369 - £24,054) FTE
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
LOCATION:	Oasis Academy: MediaCityUK, King William Street, Salford Quays. M50 3UQ
WORKING PATTERN:	37 hours per week, term time only, plus 5 training days
JOB PURPOSE:	To work under the instruction/guidance of a teacher, to provide specific 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.
DISCLOSURE LEVEL:	Enhanced
RESPONSIBILITIES:	<p>Assisting with display work and create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.</p> <p>Assist with the planning of learning activities and support pupils to achieve learning goals.</p> <p>Monitor the response of pupils to learning activities and record achievements/progress as directed.</p> <p>Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use.</p> <p>Provide detailed and regular feedback to teachers on pupils achievements, progress, problems etc.</p>

Promote good pupil behaviour, dealing with incidents in line with Academy Policy and encourage pupils to take responsibility for their own behaviour.

Undertake routine marking of pupils work.

Establish constructive relationships with parents/carers.

Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's responses/needs.

Administer routine tests and invigilate exams, and accurately record achievement and progress.

Support for the Pupils

Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities. Promoting independence and employing strategies to recognise and reward achievement.

Supervise and provide particular support for pupils, including those with SEN, ensuring their safety and access to learning activities.

Assist with the development and implementation of individual Education/Behaviour Plans and Personal Care Programmes.

Establish constructive relationships with pupils and interact with them according to individual needs.

Promote the inclusion and acceptance of all pupils.

Encourage pupils to interact with others and engage in activities led by the teacher.

Set challenging and demanding expectations and promote self-esteem and independence.

Provide feedback to pupils in relation to progress and achievements under guidance of the teacher.

Support for the Curriculum

Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.

Undertake programmes linked to learning strategies e.g. literacy, numeracy, KS3, foundation etc. and feedback to the teacher.

Support the use of ICT in learning activities and develop pupil's competence and independence in its use.

Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils in their use.

General Tasks

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.

Contribute to the overall ethos/work/aims of the school

Attend and participate in relevant meetings as required.

To assist in meeting the physical care needs of students as required.

To provide clerical/admin support e.g. photocopying, typing, filing, collecting money, administer coursework etc.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

Teaching Assistant Level 2

Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">▪ NVQ Level 2 or above▪ Good standard of basic education particularly literacy and numeracy skills.▪ Routine administrative and ICT skills	
Experience Skills Knowledge	<ul style="list-style-type: none">▪ An awareness of the education process and the national curriculum.▪ Awareness of the regulatory framework relevant to schools and pupils.▪ Good communication and interpersonal skills.▪ Ability to establish and maintain positive relationships with pupils.▪ Caring skills in terms of pupils physical and emotional needs.▪ Team worker – able to work positively with others as part of the team.	

