

JOB DESCRIPTION AND PERSON SPECIFICATION

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| Job title: | TEACHING ASSISTANT LEVEL 2 |
| Reporting to: | SLT / Classroom Teacher |
| Level of Supervision: | Left to work within school guidelines subject to scrutiny by Line Manager |
| Hours: | 32.5 hours a week term time only |
| Grade: | Grade A (Pt 3 £24,796 to Pt 11 £28,142 pro-rata) plus SEN allowance |

This role is subject to formal evaluation under the BCC Equal Pay Programme job evaluation process.

MISSION

To enable all young people to have the skills, knowledge and experiences to lead meaningful and enjoyable lives, and optimise lifelong opportunities.

VISION

We will have an enhanced recognition as a **centre for excellent practice** of autism, training and supporting others.

We will be **integrating with the wider community** to enhance lifelong learning for students with autism both locally and beyond.

Job Purpose

To support teachers and curriculum staff in the development and education of pupils including the provision of specialist skills as appropriate.

Key Responsibilities

Support for Pupils

- Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- Support for students with primary diagnosis of Autism: with additional needs as listed
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - note that this list is not exhaustive
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority and school policy

Support for the teacher(s)

- Provide support for learning activities under direction of SLT, Teachers and HLTA
- Supporting the classroom team in the planning and evaluation of learning activities
- Supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records
- Support the maintenance of pupil safety and security
- Contribute to the management of pupil behaviour under direction/ support from SLT, Teachers and HLTA
- Promoting school policies with regard to pupil behaviour
- Supporting the implementation of strategies to manage pupil behaviour
- Undertake student feedback in line with school policy
- Provide clerical/admin. support, e.g., photocopying, preparation of resources, displays

Support for the school

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages and sites within the school
- Supervise pupils on visits and out of school activities as required

All staff at Uffculme:

- have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- ensure their tasks are carried out with due regard to Health and Safety
- participate in appropriate professional development including adhering to the principle of performance management.
- adhere to the ethos of the school
- promote the agreed vision and aims of the school
- set an example of personal integrity and professionalism
- attend appropriate staff meetings and parents' evenings across all three sites
- carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signed by role holder:

Date:

Person Specification

Method of Assessment (MOA)

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|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria | Essential | MOA |
|--|---|--|
| Education/ Qualifications NB: Full regard must be paid to overseas qualifications. | A minimum of GCSE Grade C English & Maths or equivalent Evidence of further training or qualifications relating to the role | AF/C AF/C |
| Experience Relevant work and other experience | A minimum of six months' experience of supporting SEN children in a classroom, including those with a primary diagnosis of ASD Experience of using Information Technology | AF/C AF/C |
| Skills & Ability e.g. written communication skills, dealing with the public etc. | an ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 A good standard of education particularly in English and Mathematics Ability to consistently and effectively implement agreed behaviour management strategies Ability to use language and other communication skills that pupils can understand and relate to Ability to establish positive relationships with pupils and empathise with their needs Ability to demonstrate active listening skills Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes | AF/I/T AF/I/T AF/I AF/I AF/I AF/I AF/I AF/I AF/I |

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| | Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills Ability to assist in the recording of lessons and assessment as required by the teacher Ability to offer constructive feedback to pupils to reinforce self-esteem Ability to work effectively and supportively as a member of the school team Be able to meet challenges with good humour, patience and resilience. Ability to work within and apply all school policies | AF/I |
| Training | Willingness to participate in further training and developmental opportunities offered by the school to further knowledge | AF/I |
| Other | A commitment to upholding the school's ethos, its policies and procedures This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. | AF/I |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:

Signed by postholder:

Name:

Date:
