

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title:</b>	<b>TEACHING ASSISTANT LEVEL 2</b>
<b>Reporting to:</b>	SLT / Classroom Teacher
<b>Level of Supervision:</b>	Left to work within school guidelines subject to scrutiny by Line Manager
<b>Hours:</b>	32.5 hours a week term time only
<b>Grade:</b>	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 HLTAs
- 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 HLTAs
- 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)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	A minimum of GCSE Grade C English & Maths or equivalent	AF/C
	Evidence of further training or qualifications relating to the role	AF/C
<b>Experience</b> 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	AF/C
	Experience of using Information Technology	AF/C
<b>Skills &amp; Ability</b> 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 <b>Part 7 of the Immigration Act 2016</b>	AF/I/T
	A good standard of education particularly in English and Mathematics	AF/I/T
	Ability to consistently and effectively implement agreed behaviour management strategies	AF/I
	Ability to use language and other communication skills that pupils can understand and relate to	AF/I
	Ability to establish positive relationships with pupils and empathise with their needs	AF/I
	Ability to demonstrate active listening skills	AF/I
	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	AF/I
	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

	Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills	AF/I
	Ability to assist in the recording of lessons and assessment as required by the teacher	AF/I
	Ability to offer constructive feedback to pupils to reinforce self-esteem	AF/I
	Ability to work effectively and supportively as a member of the school team	AF/I
	Be able to meet challenges with good humour, patience and resilience.	AF/I
	Ability to work within and apply all school policies	AF/I
<b>Training</b>	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge	AF/I
<b>Other</b>	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: \_\_\_\_\_