

Job Description

Post Title:	Teaching Assistant 2		
School:	Trinity Church of England School, Belvedere	Grade:	BEX05
Responsible to:	SENCo		
Responsible for:	None		
Functional links with:	Pupils, Teachers, Parents, Carers and other school staff		
Main purpose of the job: <ul style="list-style-type: none">To work under the instruction / guidance of the SENCo/Teachers/Senior staff to deliver in class support primarily for pupils with Special Educational Needs (SEN).The support should enhance and strengthen learning and facilitate the needs of the pupils accordingly.			
Major Duties and Responsibilities: <ol style="list-style-type: none">To provide support to pupils, within class or small groups within the SEN Department.To be familiar with individual pupil targets and plan accordinglyTo assist the class teacher in the provision of appropriate and meaningful support for pupils within the lessonUse equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in useTo carry out routine administrative tasks within the SEN Department, so that accurate records are maintainedTo carry out invigilation duties during examinations for pupils with SEN			

Job Activities:

- Supervise and provide in class support for pupils with special needs
- Support class teachers so as to achieve the best outcomes for pupils
- In collaboration with the class teacher, to differentiate class tasks according to the needs of pupils to support pupils to achieve learning goals.
- To use pupil targets to guide and focus pupils to achieve better outcomes
- To carry out small administrative tasks in class, e.g. photocopying and resourcing stationery
- To use the school's email system daily to gain whole school information and communicate with colleagues
- To establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy
- Undertake CPD programmes linked to the support of pupils with SEND
- Assist with the supervision of pupils out of lesson times, including before and after school. 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.
- Attendance at meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for developing pupils.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills. 	<ul style="list-style-type: none"> • NVQ 2 for Teaching Assistants or equivalent qualifications or experience. • Training in the relevant learning strategies, e.g. literacy. • First Aid Training as appropriate.
Experience	<ul style="list-style-type: none"> • Working with children between the ages of 11 – 18 • Working with pupils with ASD and ADHD. 	<ul style="list-style-type: none"> • Significant experience of a similar role in a secondary school
Knowledge and Skills	<ul style="list-style-type: none"> • Effective use of ICT support learning. • Use of other equipment technology – video, photocopier. • Basic understanding of child development and learning. • Ability to self evaluate learning needs and actively seek learning activities. • Ability to relate well to children and adults. • Work constructively as part of a team. • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. • Ability to remain calm under pressure • Excellent listening skills • Excellent organisational skills • Ability to demonstrate a good level of oral and written communication skills, with strong attention to detail 	<ul style="list-style-type: none"> • Understanding of relevant policies/code of practice and awareness of relevant legislation.

	<ul style="list-style-type: none"> • Work as part of a team and understand your classroom roles and responsibilities • Willingness to learn and develop new skills 	
Personal / Other Relevant Attributes	<ul style="list-style-type: none"> • Commitment to the provision and improvement of quality service provision • Set consistently high expectations of self and others • Self motivated • Ability to build on the experience, advice and contributions of others • A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills. • Resilient and determined to achieve goals and targets set by Senior Leadership Commitment to the highest standards of child protection. 	

Trinitas Academy Trust is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All roles are subject to a satisfactory enhanced DBS disclosure and other employment checks.