


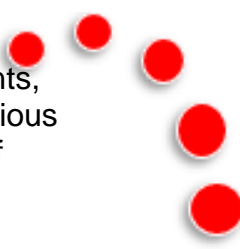
JOB DESCRIPTION

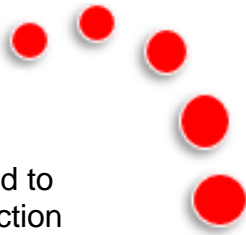


POST TITLE:	Generic Teaching Assistant (L2) – January 2022
RESPONSIBLE TO:	SENDCo
HOURS OF WORK:	32.5 Hours per week 39 Weeks per year (Term time + 1 week)
WORKING DAY:	8.15 am to 3.15 pm - Monday - Friday Some flexible working may be required to cover the start of academic year and events such as Open evenings
GRADE:	Grade 3 (Single Status generic job description: E9001C)
JOB PURPOSE:	To provide pro-active and inclusive support to students to ensure they are able to meet their potential under the direction of the SENDCo and classroom teachers.

Main Duties and Responsibilities

1. Provide students with level and type of support specified by the teacher. Could include promoting increased attention and staying on task; helping with physical difficulties whilst encouraging independence (e.g. putting on shoes etc).
2. Identify and report uncharacteristic behaviour patterns in students and report these to the teacher.
3. Support students in accessing the curriculum through interaction using appropriate language and, with younger students, extend play-based learning in both the indoor and outdoor classroom.
4. Encourage and reinforce positive interactions between students working within any behaviour targets set.
5. Accompany students as directed within school and on educational visits/trips, in accordance with an appropriate risk assessment and LEA guidance.
6. Assist with the supervision of students e.g. as they arrive/leave the class and at break time and when required at lunchtime. It is expected that the post holder will provide cover 2-3 lunchtimes per week, taking their own lunch at another time to that designated as the lunch hour.

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7. Provide comfort as appropriate and arrange immediate care for minor accidents, upsets and ailments (excluding duties of designated first aider) and report serious problems and perceived instances of danger or risks to health to a member of teaching staff.
 8. Assist in day-to-day management of the learning environment e.g. preparing/clearing learning resources; reporting damaged/faulty items to the teacher, contributing to class/school displays, preparation of art areas etc.
 9. Participate in record-keeping e.g. provide relevant verbal information to contribute to the planning and review of student support, record and reports.
 10. Provide feedback to the teacher about the learning activities, responses to them and the support provided.
 11. Assist in the management of student behaviour.
 12. Undertake routine administrative tasks.
 13. Support students' learning as directed, in context of fostering independence and self-esteem (e.g. modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging students to reflect on their work).
 14. To support the school in enabling all students to access the curriculum.
 15. Have an up-to-date understanding of the role and responsibilities of Level 2 post.
 16. Participate in induction training for teaching assistants and staff review/performance process and make use of professional development opportunities.
 17. Maintain confidentiality according to organisation and legal requirements; adhere to/maintain school policies, routines and codes of conduct and support the ethos of the school.
 18. Be aware of and practise within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in school.
 19. Be aware of and practise according to the Child Protection Policy.
 20. Undertake other duties that can reasonably be expected of and are relevant to the level and nature of post.
 21. Be available for work for 195 days a year (pro-rata if working less than a 5-day week), including attendance at in-service training and on training days.
 22. Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
 23. Understand the roles and responsibilities of others within the college.



- 24. Liaise with parents/carers (as directed).
- 25. To maintain confidentiality at all times in respect of college related matters and to prevent disclosure of confidential, sensitive information in line with data protection legislation and GDPR
- 26. Any other reasonable duties as required by the Headteacher or Strategic Business Lead, commensurate with the grading of the post. Examples of this include, but are not limited to, duties and providing backup to staff in the case of absence, to ensure key functions, tasks or events can operate as usual.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year under the College's performance management system and may be subject to modification or amendment at any time after consultation with the holder of the post.

Conduct

Staff are required to wear business dress and be professionally presented.

Health and Safety

So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are identified in the College's Health and Safety Policy.

Equal Opportunities

Employees must adhere to the council's equal opportunities policies and ensure anti-discriminatory practice within the service area.

Child Protection

Employees must have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures adopted by the College/Authority.

Name

Date

Signed