Job Description

Teaching Assistant – Level 2

Job Description

Job details

Salary: NJC Grade 3 pro rata to weeks worked and continuity of service

Hours: 37 hrs per week

Contract type: Full time / Permanent

Reporting to: Assistant Headteacher

Job Purpose: To work under the instruction/guidance of teaching/senior staff to undertake 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.
Key Contacts in School : *Main contacts: Senior Leadership team, teachers and learning support staff, parents/carers external agencies*.
Main responsibilities: **SUPPORT FOR TEACHERS** • Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work • Use given strategies, in liaison with the teacher and under there guidance, to support pupils to achieve learning goals • Assist with the planning of learning activities • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Establish constructive relationships with parents/carers • Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

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SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses
- Undertake pre defined programmes linked to local and national learning strategies e.g. literacy, numeracy,KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with 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
- Deliver given strategies that set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- 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

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Key Skill Requirements:
(Knowledge, skills, experience & qualifications):
Experience • Working with or caring for children of relevant age

Qualifications
- Good numeracy/literacy skills
- Completion of DfES Teacher Assistant Induction Programme
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy
- First aid training/training as appropriate

Knowledge & Skills
- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Understanding of relevant polices/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Special Features:
- Post holders must comply with the the following policies:
  - CWC's Diversity and Inclusion policy,
  - CWC and the School's Health and safety policies
  - Data Protection (GDPR) policies.

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

Post holders will be required to demonstrate the behaviours and attributes that support CWC core values.

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