

JOB DESCRIPTION: TEACHING ASSISTANT – LEVEL 2



School:	Cedars Manor School
Responsible to:	Leadership Team
Actual Salary / grade:	Scale 2 (Actual salary dependent upon hours and pro rata and inclusive of Outer London Weighting)
Hours:	33.75 hours a week (8:30 – 15:45), 5 days a week, 30-minute lunch break or 25 hours a week (8:30 – 13:30) 5 days a week

Job Purpose

The Teaching Assistant will:

- Work under the direct instruction of a teaching staff/inclusion leader, usually in the classroom to support access to learning for children as part of quality first teaching
- Assist with the promotion of inclusion for all children including those with Learning difficulties and disabilities within the whole life of the school
- Assist in the positive behaviour management requirements in the classroom and around the school
- Work as part of the school team to offer a coherent and consistent package of support to teachers and relevant children
- Be flexible and willing to adjust and adapt to the changing needs and requirements of responsibility
- Contribute to the overall ethos, work and aims of the school

Safeguarding

In accordance with the commitment of Cedars Manor School to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the school. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and alerting the Safeguarding team in the event of any suspected Child Protection issues.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

KEY AREAS OF IMPACT:

Main duties and Responsibilities: Building the Culture

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example.
- Have proper and professional regard for the ethos, policies and practices of Cedars Manor School working as a professional member of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice
- Ensure security, confidentiality, and data protection, reporting promptly concerns to an appropriate person.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness
- To establish constructive relationships with all children, parents/carers and provide clear, sensitive, lines of communication with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Actively participate in the school's performance management scheme, as specified in the school policy
- Take responsibility for continuous professional development as agreed so that you positively impact on pupils' outcomes
- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of children's work

Main duties and Responsibilities: The Quality of Education

- Liaise with the teacher and other members of staff and contribute to classroom planning – informally
- Be aware of children's progress/achievements barriers to learning and report to the teacher and other staff members as agreed
- Maintain a stimulating and safe learning environment
- Supervise and support children ensuring their safety and access to learning
- Undertake accurate recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop

Main duties and Responsibilities: Behaviour and attitude

- Act as pupil advocates, promoting the inclusion and acceptance of all children by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Use school's behaviour management strategies consistently in line with the school's policy and procedures.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour through effective coaching.
- Assist with the supervision and leadership of pupils out of lesson times, including before & after school, break time(s)

Main duties and Responsibilities: Personal Development

- Attend to the children's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with changing and personal care
- Know the policies and adhere to policies relating to changing and personal care.
- Know the pupils who may have allergies.
- Support the teacher with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Challenge and motivate pupils and promote and reinforce self-esteem

Administrative

- Know how to use ICT to support their professional activities
- Ensure that all administrative duties, checks and documentation are completed, promptly and as required, to the required level of accuracy including returns and reports
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money, classroom displays

General

- Attend relevant meetings and training sessions as required
- Attend school events as required
- To assist in escorting pupils on educational visits and to participate in extra-curricular activities as required
- To always assist in escorting pupils on educational visits prioritising safety of pupils.
- Support class teacher in the administration of school journey to include medical packs, inhalers, epi pens as required

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. As employees we comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile. Cedars Manor School will endeavour to make necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Confidentiality

During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to the work of Cedars Manor School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.