JOB DESCRIPTION

Job Details	
Post Title	Teaching Assistant – Level 2
Responsible to	Line Manager

Purpose of job

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour. Serious concerns or issues are escalated to the teacher.
3. Support the teacher in monitoring, assessing and recording pupil progress. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
4. Support pupils in social and emotional wellbeing, reporting problems to the teacher and/or Designated Senior Lead as appropriate and in line with established procedures.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
7. Understand and support independent learning and inclusion of all pupils as required.

Individuals in this role may also undertake some of the following:

8. Work with SEN students, under the direction of the Academy SENCO, promoting the learning and personal development of the pupil to whom you are assigned.
9. Work with individual pupils with special educational needs and/or pupils for whom English is not their first language.
10. Assist in the development of individual development plans for pupils.
11. Support the work of volunteers and other teaching assistants in the classroom.
12. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
13. Invigilate exams and tests.
14. Assist in escorting and supervising pupils on educational visits and out of school activities.
15. Assist pupils with eating, dressing and hygiene, as required.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Teaching Assistant – Level 2 will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Teaching Assistant – Level 2 will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Teaching Assistant – Level 2 is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Teaching Assistant – Level 2 will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Teaching Assistant – Level 2 is employed for 32.5 hours per week for 39 weeks

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Teaching Assistant – Level 2 will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Teaching Assistant – Level 2 will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.