

RECRUITMENT JOB DESCRIPTION

JOB TITLE:	TEACHING ASSISTANT LEVEL 2		
ACADEMY:	WOMBOURNE HIGH SCHOOL		
GRADE:	3	SPINE POINT:	3 - 4 HOURLY RATE: £9.62-£9.81
TYPE OF CONTRACT:	39 WEEKS TTO	WEEKLY HOURS:	28.75
REPORTS TO:	SENDCO		
STAFF RESPONSIBLE FOR:	NONE		

Purpose of the Job

To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of students and the classroom. To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

Main Activities

Support for Students

- Assist students in matters of personal needs and their general health, including first aid and welfare matters.
- Supervise the activities of individuals or groups of students within the classroom.
- Under the instruction/guidance of a teacher, support students with sensory and/or physical impairment.
- Under the instruction/guidance of a teacher, support students with non-specific learning difficulties
- Under the instruction/guidance of a teacher, support students with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to student behaviour.
- Under the instruction/guidance of a teacher/external agency worker support students with communication and interactions difficulties.
- Assist students in the use of resources including IT
- Maintain students interests and motivation
- Support individuals and group work assigned by the teacher is raising core skills.
- Support individual education plans
- Escorting students home as required, with another member of staff.
- To be aware of student problems, achievements, progress and report to the teacher as agreed.
- Supervise and provide particular support for students, including those with special needs ensuring their safety and access to learning activities
- Establish a constructive relationship with students and interact with them according to individual needs.
- Provide feedback to students in relation to progress and achievement under the guidance of a teacher.

Support for the Teacher/School

- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Making a contribution to organising effective learning environments and maintaining appropriate records.
- Undertake routine marking in line with school policy.
- Design and produce displays with minimal supervision.
- Contribute information to student records (eg assessment information)
- Work with parents to enhance students learning
- Liaise with parents as appropriate.
- Support out of hours school learning activities (within established guidelines)
- Monitor student responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on student achievement, progress and problems.
- Promote good student behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performing development as required.
- Attend and participate in relevant meetings as required.

Support for the Trust

- It is the responsibility of all adults employed at Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people
- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust and ensure equal opportunity for all
- Develop constructive and supportive relationships with Trust employees having consideration for the individual needs of each school.
- Where required comply with the Trust's Dress Code
- Be aware of and comply with policies and procedures particularly those relating to Child Protection, Safeguarding, Health and Safety, Data Protection and GDPR, reporting all concerns to an appropriate person
- Attend and participate in meetings as required
- Participate in training, other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To carry out other duties as required by the Headteacher, Director of Inclusion and SENDCO

All staff employed by the Trust School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Person Specification Qualities & Attributes

- Understanding and respect for confidentiality in relation to all issues connected with this role.
- To be reliable, punctual and have excellent attendance.
- To have a polite, friendly, professional, respectful and flexible approach to work and to be student focused.
- Able to work constructively as part of a team, understanding school rules and responsibilities.
- To be open and honest, to follow instructions and to take responsibility and accountability for own actions.
- Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude.
- Committed to the provision and improvement of quality service provision.
- Takes quick and effective action to meet the demanding workloads and commitments.
- Ability to relate well to children and adults, able to form and maintain appropriate relationships and professional boundaries with children and young people.

Qualifications, Experience, Training

- Demonstrable experience of working with or caring with students of a relevant age.
- General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and Child Protection.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.
- NVQ Level 2 or relevant equivalent.
- Good numeracy and literacy skills.
- Completion of DfES Teacher Assistant Induction Programme.
- A basic knowledge of first aid.
- Ability to use relevant technology eg computer/keyboard/photocopier/video.
- Demonstrate good numerical and verbal reasoning skills and literacy skills eg by qualification or testing with the ability to produce documentation to a good standard.
- Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions.