

THE EDUCATION ALLIANCE

Post Title: Teaching Assistant (Level 2)

Pay Scale: Pay Scale: Pt 14

Responsible to: Teaching Assistant (Level 3)

Hours of work: 31.25 hours per week, (FTE)

Main Purpose of Post:

To assist and support the teaching of students within the school.

Present Key Tasks to include:

- Works under the direction and guidance of a teacher.
- Understands lesson objectives.
- May be involved in lesson planning.
- Works within wider legislation framework, e.g. national curriculum, health and safety, child protection.
- Facilitates participation and learning, helping to build confidence and self-esteem, so that all students, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.
- Ensures students' equal access to learning and development.
- Must comply with legislation and school policies relating to discrimination.
- Must promote anti-discrimination practices in all interactions with students and colleagues.
- Demonstrates and promotes an understanding and appreciation of difference in personal characteristics, belief system and cultures.
- Encourages and promotes independent learners.
- Provides opportunities for pupils to demonstrate self-reliance and responsibility.
- Must adhere to the need for confidentiality of information at all times.
- Takes responsibility for maintaining and improving personal skills, knowledge and experience.
- Developing an understanding of the specific needs of the student(s) to be supported taking into account the type of support involved.
- Undertaking activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development, by for example;
 1. clarifying and explaining instructions;
 2. ensuring the student is able to use equipment and materials provided;
 3. assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, the use of ICT, social skills and EAL
 4. helping students to concentrate on, and finish work set;
 5. meeting the physical needs of pupils as required whilst encouraging independence;
 6. liaising with the class teacher and SENCO about individual needs
 7. developing appropriate resources to support the student(s)

- Assisting teaching staff (and other professionals as appropriate) in the planning of support and behaviour programmes for individual and groups of students.
- Participating in the implementation and evaluation of the support programme.
- In conjunction with the class teacher (and other professionals as appropriate) developing a system of recording student progress.
- Contributing to the review of students' progress either verbally, in writing or through attendance at review meetings, as appropriate.
- Contributing to the assessment process with the teacher.
- Carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, writing short reports concerning individual students.
- Assisting students to change for PE and swimming.
- Deal with the personal care and comfort of students as required in relation to welfare, health, hygiene, toileting, dressing, feeding and mobility.
- Providing regular feedback about the student(s) to the class teacher or line manager.
- Meeting with teachers or Heads of House on a regular basis to discuss issues relevant to the area in order to improve practice in the whole area.
- Supporting teaching staff in the development of home/school links.
- Assisting in the smooth transition of students between educational phases.
- Carrying out administrative tasks i.e. photocopying, writing short reports concerning individual students.
- Administering personal care, therapy programmes, or minor first aid (where trained), assisting in the dispensation or administration of medically prescribed controlled drugs, and assisting with students who are sick.
- Assisting with lunch and break time supervision of students on a rota basis.
- Helping with educational visits and outings.
- Attending staff meetings, teacher training days, and courses as appropriate.
- Support the use of specialist equipment and procedures including, moving and handling to meet a child's individual needs.
- Administer first aid (where trained) and assist with students who are sick.
- Maintain confidentiality with due regard to data protection.
- Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.

Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The post holder will be expected to work within the schools' policies and procedures.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Executive Principal appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____