OAK WOOD SECONDARY SCHOOL

JOB DESCRIPTION FOR TEACHING ASSISTANT LEVEL TWO

Post Title:	**Teaching Assistant Level 2** **Permanent** **Full time**
Salary Grade:	**Teaching Assistant Level 2 Scale**
Responsible to:	**Designated Teacher through to Headteacher**

BROAD DESCRIPTION

As a Level 2 Teaching Assistant, working under the overall supervision of the responsible teacher, you will assist and support teaching and learning. You will provide for the general care, safety and welfare of pupils and work with individuals or groups of pupils with complex health care and/or learning needs.

Responsibility for people: The post has considerable impact on the well-being of individuals or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing appropriate care/support to pupils with complex learning and/or health care needs.

Responsibility for staff: The post has limited direct responsibility for supervising other staff. However, you may be expected to demonstrate tasks or advise/guide new employees, work experience students or trainees.

Responsibility for budget: The post has no direct responsibility for financial resources other than occasionally handling small amounts of cash, processing invoices etc.

Responsibility for physical resources: The post has some responsibility for physical resources through the preparation and care of teaching materials/resources and secure and accurate record keeping.

Accountability

- Work under the overall supervision of the responsible teacher.
- Be expected to exercise initiative and independent action. A TA may provide specialist support in one or more specialist areas (e.g. SEND, literacy, numeracy, EAL etc.)

Principal Contacts

- The main contacts are with pupils, teaching staff, specialist teachers and other professional staff (Educational Psychologists, therapists, advisory teachers), and with parents/carers.

CURRICULUM SUPPORT

- Support pupils' learning as directed, in the context of fostering independence and self-esteem e.g. modelling the use of language appropriate to the learning, facilitating discussions and interactions and encouraging pupils to reflect on their work.
- Contribute to curriculum planning and evaluation and assist in implementation e.g. be involved in planning, delivery and evaluating a series of lessons.
- Assist in the introduction to the lesson and interact with the teacher and pupils as required.
- Support the safe and efficient running of the hydrotherapy and swimming curriculum offer as required.

PUPIL SUPPORT

- In capacity as a Level 2 TA, provide pupils with the level and type of support specified by the teacher; this could include promoting increased attention and focusing on learning, helping with physical difficulties whilst encouraging independence e.g. with personal cleanliness, putting on shoes etc.
- Support individual or groups of pupils during independent/group work (e.g. explaining learning tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus; supporting pupils of all abilities including extending/challenging the more able; assisting in keeping pupils focused on learning, interested, motivated and engaged).
- Support pupils in accessing the curriculum through interaction using appropriate language (including other forms of communication e.g. Makaton).
- Assist pupils in the development of communication skills, for example, the use of communication modes.
- Assist in the personal, social and emotional development of pupils and in the development of self-esteem.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns in pupils and report these to the teacher.
- Be authorised to use TEAM TEACH strategies once training has been undertaken.
- Assist with the supervision of pupils, including accompanying small groups of pupils on short trips off the school premises, under the supervision of the responsible teacher, in accordance with an appropriate risk assessment and LA guidance.

- Provide for the physical care of pupils, including manual handling; interactive communication and supervision.
- Assist and support pupils with personal care.
- Assist with the supervision of pupils e.g. as they arrive/leave the class and at break time and at specified times at lunch time.
- Support hydrotherapy and swimming sessions, fulfilling the needs of identified pupils and the School.
- Assist pupils with feeding and medication administration where appropriate.

TEACHER SUPPORT

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the achievement of all pupils.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Monitor individual or group achievement of key objectives and feedback to the teacher and the pupil/s being supported.
- Be actively involved in the day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment and materials as appropriate.
- Contribute to the assessment of pupils by teachers through observation and reporting.
- Record information, verbally and/or in writing, relevant to the assessment and review pupils' progress.
- Provide feedback to the teacher about the learning activities, responses to them and the support provided.
- Attend EHCP/annual review meetings, as appropriate.
- Support class teachers with maintaining good order among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Undertake appropriate administrative tasks e.g. filing/storing examples of pupils' work.
- Take responsibility for leading and managing lunchtime clubs.
- Take part in the School's appraisal procedures.

SCHOOL SUPPORT

- Liaise effectively with parents/carers, sharing and providing information relevant to the role.
- Attend staff meetings and other activities held outside normal school hours but not beyond the total working week.
- Participate in induction training for teaching assistants and staff review/performance process and make use of professional development opportunities.
- Maintain confidentiality according to organisation and legal requirement.

- Adhere to and maintain School policies, routines and codes of conduct and support the ethos of the School.
- Be aware of and practise within equal opportunities policies and principles and health and safety regulations.
- Seek to prevent accidents and report these to the designated person in the School.
- Be aware of and practise according to the Child Protection Policy.
- Be available for work for 195 days a year (pro-rata if working less than a 5 day week) including attendance at in-service training and on training days.
- Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

- Hold a recognised and relevant NVQ level 2 qualification and have undertaken other appropriate training (preferably leading to national standards at NVQ level 2) or be able to demonstrate equivalent knowledge, experience and skills.
- Minimum of GCSEs grades 9 to 4 (A*-C), or equivalent, in English and Maths.
- Have good communication and listening skills and be able to present information verbally and in writing to others.
- Have experience of TA work.
- Have attended further training on aspects of the curriculum or areas of specific special need.
- Understand the School's policies and how they relate to local and national frameworks/policies (e.g. child protection, health and safety, equal opportunities, SEND).
- Have a good level of knowledge and understanding of SEND and understanding of at least one area of learning e.g. English and/or maths.
- Use ICT and other technological equipment effectively to support learning.
- Plan own work when required.
- Ability to transfer theory and training into practice.
- Ability to solve problems, exercise initiative and independent action, including being pro-active in offering ideas.
- Follow appropriate training and risk assessment.
- Ability to operate specialist equipment, e.g. hoists, complex feeding equipment etc.
- Be willing to support the pupils' personal care needs; to train and to achieve identified medical competencies (with training and supervision from the School nurse) and provide care for specified pupils.