



Academies Trust

## Teaching Assistant - Level 2

Salary/Grade Range:	Grade F, SCP 5-11 (pro-rata for term-time)
Location:	Co-op Academy Swinton
Reports to:	SEND Coordinator
Contract	Permanent
Hours of Work:	Monday - Friday, 36 hours per week (PT flexibility considered)

### Purpose of Role:

To work under the instruction/guidance of a teacher, to provide specific work/care/support programmes. To enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area, working with small groups. To assist students across a range of ages and different subjects. Provide support for students, including those with special educational/health needs, ensuring their safety and access to learning. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher. Promote inclusion and acceptance of all students

### Key Accountabilities:

#### Support for students

1. Establish a rapport and respectful, trusting relationships, acting as a role model and setting high expectations.
2. Promote inclusion and acceptance of all.
3. Promote self-esteem and independence and employ strategies to recognise and reward achievements of self-reliance.
4. Support academic progress.
5. Provide specific feedback in discussion with students on their progress and achievement, in line with academy policy.
6. Provide extra support/additional resources for students where appropriate, removing any barriers to learning.
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8. Ensure that students can access learning across the curriculum and that work is differentiated where required.

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10. Assist with the development and implementation of Education, Health and Care Plans.
11. Act as an advocate for SEN students.
12. Supporting students outside of the classroom for example on school trips or school events etc.
13. Set challenging and demanding expectations.
14. Encourage students to interact and engage in activities led by the teacher.
15. Support students in using basic ICT as directed.

#### Support for Teaching Staff

1. Support pupils to understand instructions.
2. Gather, report information from/to parents/carers as directed.
3. Be aware of student problems/progress/achievements and report to the teacher as agreed.
4. Undertake student record keeping as requested.
5. Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
6. Assist with the planning of learning activities and support students to achieve learning goals.
7. Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
8. Assisting with display work and creating/maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.
9. Promote good behaviour, dealing with incidents in line with established policy and support the teacher in managing student behaviour.
10. Monitor the response of students to learning activities and record achievements/progress as directed.
11. Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use, knowledge and understanding of the subjects being taught.
12. Undertake routine marking of students' work.
13. Establish constructive relationships with parents/carers.
14. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs.
15. Undertake programmes linked to learning strategies e.g. literacy, numeracy, KS3, foundation etc and feedback to the teacher.
16. Support teachers in meeting the needs of all the students regardless of circumstances.
17. Assist with a year team during form time, carrying out duties as requested by the head of year or form tutors

#### General Tasks:

- Provide clerical/administration support e.g. photocopying, typing, contacting parents etc.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of students during lesson times, including before and after school and at lunch/breaktimes where required.

- Accompany teaching staff and students on trips and visits and other school activities.
- Exam invigilation.
- To administer First Aid
- Be aware of and comply with all Co-op Academy Trust policies and procedures.
- To model our Ways of Being Co-op: Do what matters most; show you care; Be yourself always; succeed together.
- Establish effective relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in presentation and personal conduct.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required.
- Be aware of, and support, difference and ensure equal opportunities for all.
- Safeguard and promote the welfare of all students.

### General Requirements:

- Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- The post-holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in their presentation and personal conduct.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others
- Carry out duties with full regard to Co-operative Academies' policies and procedures.
- Be aware of, and support, difference and ensure equal opportunities for all.
- To safeguard and promote the welfare of all students

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Signed: ..... Dated: .....

Personal Attributes Required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Literacy and Numeracy Skills equivalent to the level 1 of the National Qualification &amp; Credit Framework</li> <li>• Competent numeracy and literacy skills both spoken and written</li> <li>• GCSE Grade C or above in both Maths and English</li> </ul>		(A)
<b>Experience</b> <ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• Understanding classroom roles and responsibilities</li> <li>• Supervises and provides particular support for pupils needs, ensuring their safety and access to learning activities</li> <li>• Promotes the inclusion and acceptance of all pupils</li> <li>• Sets challenging and demanding expectations and promotes self-esteem and independence</li> <li>• Have the ability to promote independence and confidence.</li> <li>• Work constructively as part of a team</li> <li>• Be an excellent role model to all</li> <li>• Working with SEND students</li> </ul>		(A) (I)
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• General understanding of national curriculum and other basic learning programmes/strategies</li> <li>• Ability to work using own initiative and work</li> </ul>		(A) (I)

without supervision <ul style="list-style-type: none"> <li>• An awareness and knowledge of the issues surrounding the safeguarding of children.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• To be able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>		
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Enjoy working with children</li> <li>• An interest in working in a school environment</li> <li>• The ability to build good relationships with children and adults</li> <li>• Patience and a sense of humour</li> <li>• Flexibility and creativity</li> <li>• Good organisational skills</li> <li>• Resilient</li> </ul>		(A) (I)

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