



An All-through Co-operative School

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Teaching Assistant - Level 2</b>
<b>GRADE:</b>	<b>Scale 2, spinal point 10 – 13</b>
<b>CONTRACT TYPE:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>32.5 hours per week (between the hours of 8:00am and 3:30pm), term time plus 5 INSET days</b>

**Responsible and Accountable to: SENCO (Lower School)**

### **Purpose of Job**

- To carry out work, care/and or support programmes for children, under the instruction/guidance of teaching/senior staff.
- To enable access to learning for children and assist the teacher in the management of children and the classroom.
- To contribute to the overall ethos, work and aims of the school.

## **PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES**

1. Supervise and provide support and assistance to individuals and groups of children including those with special needs, ensuring their safety and access to learning activities.
2. Undertake structured and agreed learning activities and teaching programmes for individuals and groups of children, including local and national learning strategies such as literacy, numeracy, early years, KS1&2.
3. Adjust learning activities and teaching programmes to take account of pupil needs and responses.
4. Use appropriate strategies and approaches to support and assist children to achieve learning goals
5. Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
6. Establish constructive relationships with children and interact with them according to their individual needs.
7. Assist with planning of learning activities.
8. Monitor and record children's progress, achievements and responses in respect of all learning activities and teaching programmes.

9. Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to children on their progress and achievements.
10. Create and maintain an orderly and supportive environment for children and teachers, and assist with the display of students' work
11. Prepare, maintain and use equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of children's competence and independence in their use.
12. Administer routine tests and invigilate exams.
13. Provide a range of clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, and administering coursework.
14. Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage children to take personal responsibility for their behaviour.
15. Promote the inclusion and acceptance, and encourage self-esteem and independence, of all children.
16. Assist with supervision of children out of lesson times, including before and after school and at lunchtimes.
17. Accompany teaching staff and children on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
18. Participate in training and development activities and programmes, and attend and participate in meetings, as required.
19. Establish and develop constructive relationships with parents/carers, and appreciate and support other professionals.
20. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
  - child protection,
  - health, safety and security,
  - confidentiality, and
  - data protection.
21. Ensure all children have equal access to opportunities to learn and develop.
22. Undertake these duties within agreed school objectives, policies and procedures and promote the school's anti-discrimination policies and Equality Objectives.

## **School Standards**

### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an

Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Sara Dareve**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young person's she/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

### **General**

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.*