



## **Teaching Assistant Level 2**

### **JOB DESCRIPTION**

To work with teachers to support and lead the teaching and learning as appropriate and be responsible for supporting the teacher to plan and deliver the curriculum by working with individuals or small groups of pupils under the direction of teaching staff and to plan and deliver learning activities within the overall teaching plan

**Working hours:** Term Time Based Hours: 32.5 hours per week, 39 weeks per year. Monday to Friday, 8:30am-3:30pm

**Annual Leave:** The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

**Salary:** Grade E Scale Points 7-11, **Full Time Equivalent** £24,294-£25,979, **Actual Salary** £18,273-£19,541

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Job purpose:**

To provide support for groups of pupils and for individual pupils, enabling them to access and excel across a broad and balanced curriculum in accordance with the objectives of the Academy.

### **Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

### **Key duties :**

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher,
- Support the teacher in monitoring, assessing and recording pupil progress/activities and give feedback
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, establishing caring and secure relationships with the pupils, promoting respect, self esteem and a positive ethos, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and having shared this with the class teacher first
- Understand and support independent learning and inclusion of all pupils as required

- Follow safeguarding protocols
- Lead planned interventions as directed by the class teacher
- Promote the welfare and inclusion and acceptance of all pupils
- Be responsible for children at lunchtime and playtime as needed

### **Teaching and learning**

- Implement teacher planned learning activities for individuals and groups of pupils as directed by the teacher, adapting activities according to pupils' responses as appropriate
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning
- Provide feedback to pupils in relation to attainment and progress towards the LO (purple pen marking / verbal / AFL)
- Use effective behaviour management strategies consistently in line with the school's policy and procedures, with teacher support as necessary
- Supervise a class (with an additionally qualified adult) if the teacher is temporarily unavailable
- Use IT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Accompany and support pupil(s) on outings from school as necessary
- Record progress towards meeting IEP/BMP targets as appropriate

### **Planning**

- Support the monitoring, recording and reporting of pupil performance and progress in line with teacher direction and some independence with routine work
- Read and understand appropriate lesson plans, adapting as needed when teaching a group / 1:1
- Prepare the classroom for lessons alongside the teacher, locating and preparing resources as needed for the learning

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision as directed by the class teacher /SENCO
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Develop effective professional relationships with colleagues
- Adhere to the strict rules of confidentiality and respect
- Adhere to the Staff Code of Conduct and the policies of Ocean Academy

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

- Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Develop and present displays
- Help keep the classroom tidy and the learning areas across the academy

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Be vigilant when on playground duty or on school trips, engaging children as appropriate
- Attend to minor accidents at school (where appropriate training has been given) and supervise unwell children
- Complete SMARTlog training as instructed
- Support class teachers with maintaining a safe learning environment
- Support the schools fire and emergency procedures by being familiar with the instructions for staff and children

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, including self research
- Actively take part in the school's appraisal procedures (Growth Conversation)
- Undertake training and attend INSET days in accordance with contractual requirements

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the academy and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Adhere to whole academy policies and procedures, including the staff code of conduct

### **Indicative knowledge, skills and experience**

- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards
- Keep up to date with relevant training and research
- Knowledge and compliance with policies and procedures relevant to child protection, safeguarding and health and safety

- Knowledge and compliance with policies relating to staff conduct, acceptable use, SEND

### **Special Conditions of Service**

- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974
- (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

### **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters.

### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

## Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications / Education</b>		
Requires knowledge and skills towards Supporting Teaching and Learning that underpin National Qualifications at level 2 or equivalent experience	A	
GCSE level 5 in maths and English (or equivalent)	A	
A high level of written and spoken English and maths	A	
Experience of working with children in a school environment, particularly class based	A	
Working with children with SEND needs or groups of children as well as class based as directed by the class teacher	A	
Knowledge of how to successfully lead learning activities for a group of children	A	
Knowledge of how to support learners across all abilities in accessing the curriculum	A	
Knowledge of the KS2 curriculum	A	
Understanding of roles and responsibilities within the classroom and whole school context	A	
<b>Experience</b>		
Experience of managing student behaviour	A	
Experience of working with children in an educational setting	A	
Demonstrate specialist skills relevant to their role	A	
<b>Skills, Abilities and Knowledge</b>		
Effective self organisation skills	R	
Ability to build effective working relationships with pupils and adults	R	
Skills and expertise in understanding the needs of all pupils and using own initiative to find out how if expertise is not yet secure	R	
Active listening skills	R	
The ability to remain calm in stressful situations	R	

Criteria	Essential	Desirable
Reliable and punctual	R	
<b>Interpersonal and Communication Skills</b>		
Communicates with pupils, including those who may have special needs and adjusting approach as necessary.	R	
Exchanges information with staff, parents/carers	R	
Offers and is responsive to support and advice	R	
Speaks appropriately to children and staff and is personable and approachable to both	R	
Enjoy working with children	R	
Sensitivity and understanding, to help build good relationships with pupils, staff and parents	R	
Patience and a sense of humour	R	
<b>Initiative &amp; Independence</b>		
Follows detailed instructions / planning and can use own initiative to adapt learning as needed following teacher planning	R	
Problem solves within the classroom or playground	R	
Respect and embrace the growth mindset culture of the school	R	
Strong work ethic	R	
<b>Emotional Demands</b>		
Is emotionally self aware as can be exposed to emotionally demanding behaviours and situations as a result of attending to pupils" personal needs and assisting with behaviour management as appropriate	R	
<b>Responsibility for People Wellbeing</b>	R	
Is responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional with some independence to adapt learning as appropriate	R	
Is a First Aider or is willing to undertake this training	R	

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Responsibility for Supervision</b>	R	
Supervise play / lunch breaks as directed and encourage positive and purposeful play and fitness activities, teaching play and social skills and specific games as required. Supervise the movement of pupils to and from dining and play areas.	R	
Supervise within a small group or 1:1 inside/outside of the classroom	R	
Supervise groups on trips or in clubs		
Provide support with personal hygiene or intimate care as necessary	R	
<b>Responsibility for Physical and Information Resources</b>		
Responsible for the careful and safe use of equipment, such as play, IT equipment, science etc.	R	
Records basic pupil data and is mindful of confidentiality and safeguarding responsibilities (use My Concern effectively)	R	
<b>Knowledge</b>		
Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication	R	
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	

\*This job description may be amended at any time in consultation with the postholder and in line with the needs of the academy and at the Principals discretion.