



Job description

Teaching Assistant Level 2

Responsible to: SENCO

This post is 25 hours per week.

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Summary of Role

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

To play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example.

Detailed Responsibilities

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filings, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, within normal contractual hours
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Other such duties as commensurate within the grade in order to ensure the smooth running of the Academy.

Special Conditions

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date:

Personal Specification

	ESSENTIAL	DESIRABLE
QUALIFICATION	GCSE/ O-level grade C English and Maths Recognised TA qualification or relevant experience	SEN qualification
EXPERIENCE	Experience of working with children with SEN particularly moderate learning and literacy difficulties. Basic understanding of child development and learning. Ability to relate well to children and adults. General awareness of inclusion, especially within a school setting.	
KNOWLEDGE AND UNDERSTANDING	Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities. Promote good pupil behaviour, and deal promptly with conflict and incidents. Ability undertake pupil record keeping as requested Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles. Ability to work closely and share information with class teachers Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.	Ability to utilise strategies to support pupils in achieving learning goals
SKILLS AND ABILITIES	Establish good working relationships with pupils acting as a role model. Encourage pupils to interact with others and engage in activities led by the teacher. Support the use of ICT in learning activities and develop pupils' competence and independence in its use. Work as part of a team appreciating and supporting the role of other people in the team. Support the change process, remaining positive during times of change. Build and maintain successful relationships with pupils. Ability to improve your own practice.	Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care programmes where required
WORK-RELATED PERSONAL REQUIREMENTS	Flexibility and adaptability Use initiative Enthusiasm and a willingness to learn	