

Job Title: Teaching Assistant - Level 2

Post Number:

Service / Section: Canolfan Addysg y Bont

Grade: 3

Overall Job Purpose:

As a registered professional practitioner with the Education Workforce Council, work under the instruction and guidance of teachers and/or members of the school leadership team to support individuals and groups of pupils to enable access to learning. Assist the teacher in the management of pupils within the classroom and beyond.

General: Comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

Main Duties / Responsibilities:

1. Supervise and provide particular support for pupils, exclusively those with severe and/or profound and multiple additional needs, ensuring their safety and access to learning activities.
2. Assist with the learning and development of all the above pupils, including the implementation of Individual Education/Behaviour Plans and Personal Care programmes - including toileting, feeding and mobility, changing, physical, hygiene, first aid.
3. Following training, administer medication in accordance with the procedures for LEA and school policies.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with the others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils and parents/external agencies in relation to progress and achievement under guidance of the teacher.
8. Apply strategies to encourage independence and self-confidence.
9. Provide effective feedback to pupils and parents/external agencies in relation to programmes and recognise and reward achievement.
10. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
11. Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
12. Liaise with the teacher to share short-term planning and specific learning objectives for: identified groups, individuals, whole class.
13. Monitor pupils' responses to learning activities and undertake pupil record keeping as requested.

14. Establish routines to ensure regular and effective feedback is given to the teacher in respect of pupils' progress towards targets for learning.
15. Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning.
16. Administer routine tests/assessments and invigilate exams, supervise small groups of pupils.
17. Fulfil clerical and administrative tasks as required, e.g. photocopying, collecting money, filing, administer course work, distributing letters to parents.
18. Undertake structured and agreed learning activities/teaching programmes.
19. Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years, assessment for learning.
20. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
21. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
22. Undertake programmes linked to local learning strategies, e.g. literacy, numeracy and ICT.
23. Prepare, maintain and use equipment and resources required to meet the agreed teaching programmes and learning activities.
24. Liaise sensitively and effectively with parents, carers as agreed with the teacher.
25. Participate in meetings with parents and contribute to annual reviews in accordance with school practice.
26. Be aware and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
27. Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
28. Appreciate and support the role of other professionals.
29. Attend and participate in relevant meetings as required.
30. Participate in training and other learning activities and professional review as required.
31. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
32. 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.

<p><u>Education and Training</u></p> <p>The minimum educational requirements/professional or vocational qualifications for the post:</p> <ol style="list-style-type: none"> 1. NVQ Level 2 for Teaching Assistant or equivalent qualification or experience e.g. Braille Qualification RNIB, BSL Level 2 qualification 2. Good numeracy/literacy skills 3. NVQ Level 3 for Teaching Assistants or equivalent qualification or experience <p>Any specific training required for the post Incl. Certification</p> <ol style="list-style-type: none"> 1. Specific training in physical intervention will be provided 2. Child Protection training 3. Training in relevant strategies to support learning 4. First Aid training 5. Training in other intervention strategies as regard additional needs i.e: PECS, ASD, MAKATON 6. Safeguarding 	<p>E E D E E D D D D</p>
<p><u>Key Competence Requirements</u></p> <ol style="list-style-type: none"> 1. Effective use of ICT to support learning 2. Use of other equipment and basic technology, e.g. iPad, photocopier 3. Basic understanding of child development and learning 4. Understanding of relevant policies/code of practice and awareness of relevant legislation. 5. General understanding of national/foundation phase, LNF, curriculum 14-19 pathways, and other basic learning programmes/strategies as appropriate. 	<p>E E E D D</p>
<p>Specific skills:</p> <ol style="list-style-type: none"> 1. Being able to work effectively with children and/or young people. 2. Proven empathy skills 3. Previous experience/skills of working with children and/or young people with additional needs. 	<p>E E D</p>
<p><u>Personal Attributes</u></p> <ol style="list-style-type: none"> 1. Ability to relate well to children and adults 2. To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 3. A proven desire to work with children and/or young people 	<p>E E D</p>

Position in the Organisation:

Reports to:	Leadership Team and Classroom Teacher
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Staff Supervised:	
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Working Arrangements and Conditions:

Working Week:	Monday – Friday (term time)
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Identified Work Base:	Canolfan Addysg y Bont
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Contracted Hours:	32.5 hours per week
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Language Requirements**Welsh Language Skills** (Please see the skills framework attached)

Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
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Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the school. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: April 2014

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision