

## **Isle of Anglesey County Council**

### **Job Description**

Job Title: Teaching Assistant (ALN) - Level 2

Post Number:

Directorate: Learning

Service Unit: Ysgol Esceifiog

Grade: 2

### **Overall Job Purpose:**

- To work under the instruction and guidance of teaching and or members of the school leadership team.
- To support individuals and groups of pupils to enable access to learning.
- To assist the teacher in the management of pupils within the classroom and beyond.
- To 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.

### **Principal Accountabilities / Key Tasks:**

#### **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 learning and development of all pupils, including the implementation of Individual Education/Behaviour Plans and Personal Care programmes including social, health/medical, physical, hygiene, first aid, toileting, feeding and mobility.
- Following training, administer medication in accordance with the procedures for LEA and school policies.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with the others and engage in activities led by the teacher.

- Set challenging and demanding expectations, and promote self-esteem and develop their independence skills.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Apply strategies to encourage independence and self-confidence.
- Provide effective feedback to pupils in relation to programmes, and recognise and reward achievement.

### **Support for the Teacher**

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
- Liaise with the teacher to share short-term planning and specific learning objectives for; identified groups, individuals, whole class.
- Monitor pupils' responses to learning activities and undertake pupil record keeping as requested.
- Establish routines to ensure regular and effective feedback is given to the teacher in respect of pupils' progress towards targets for learning.
- Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning.
- Administer routine tests and invigilate exams.
- Fulfil clerical and administrative tasks as required, e.g. photocopying, collecting money, filing, administer course work, distributing letters to parents.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years, assessment for learning.
- 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.
- Undertake programmes linked to local learning strategies, e.g. literacy, numeracy and ICT.

- Support the use of ICT in pupils' learning and their independence in its use.
- Prepare, maintain and use equipment and resources required to meet the agreed teaching programmes and learning activities.
- Liaise sensitively and effectively with parents, carers as agreed with the teacher.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.

### **Support for the School**

- 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.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required, including weekly staff meetings.
- Participate in training and other learning activities and professional review as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 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.

### **Position in the Organisation:**

Reports to: Headteacher of the school

Responsible for Supporting pupils

Staff supervised: N/A

Financial Resources

Level: A,B or C?

Indicative Value £

Physical Resources

Land and buildings - No./area	Value £
Plant / Vehicles / Equipment – No	Value £
Information Systems – No./volume:	Value £

Delegation

None

**Language Requirements:**

<b>Welsh Language Skills (Please see the skills framework attached)</b>						
<b>Listening (Tick one)</b>	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"/>
<b>Reading (Tick one)</b>	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"/>
<b>Speaking (Tick one)</b>	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"/>
<b>Writing (Tick one)</b>	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"/>
<b>English Language Skills (Please see the skills framework attached)</b>						
<b>Listening (Tick one)</b>	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"/>
<b>Reading (Tick one)</b>	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"/>
<b>Speaking (Tick one)</b>	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"/>
<b>Writing (Tick one)</b>	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"/>

## Working Arrangements and Conditions:

Working week: Monday – Friday (during the school term – 39.0 weeks)

Contracted hours: 30 hours per week

The salary is based on a pro rata contract to 37 hours per week and adjusted for working term time only

Spread:

Identified work base: Ysgol Esceifiog

Normal work location

- Normally school based
- School based but with some site / home / meeting visits
- Role involves substantial travelling with occasional visits to identified work base

Business Travel

- No business travel
- Some business travel. Postholder may be called upon to provide own vehicle
- Some business travel. Council vehicle may be provided to postholder
- Postholder employed as driver / required to operate specialist machinery

Exposure to disagreeable working conditions

Environmental

- Minimal / normal office environment
- Some
- Significant

Aggressive / difficult clients

- Minimal
- Some
- Significant

Other Conditions:

Work Flexibilities / Restrictions

Politically Restricted Post:

- Yes
- No

Home / Mobile Phone provided

- Yes
- No

Protective Clothing provided:

- Yes
- No

### **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 service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document:** 2014

**Name of postholder:** \_\_\_\_\_

**Signature of postholder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Line Manager:** \_\_\_\_\_

**Signature of Line Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Isle of Anglesey County Council - Person Specification**

### **1. Education and Training**

The minimum educational requirements/professional or vocational qualifications for the post

#### 1.1 Essential

1.1.1 Good numeracy/literacy skills

1.1.2 NVQ Level 2 for Teaching Assistants or equivalent relevant qualification or experience e.g. braille qualification RNIB, or sign language qualification BSL.

#### 1.2 Desirable

1.2.1 NVQ Level 3 for Teaching Assistants or equivalent relevant qualification or experience

1.2.2 Makaton Level 1

Any specific training required for the post Incl. Certification

#### 1.3 Essential

1.3.1 Training in relevant strategies to support learning

1.4 Desirable

1.4.1 First aid training as appropriate

## **2. Key Competence Requirements**

Job related knowledge Critical for effective performance

2.1 Essential

2.1.1 Experience of working with or caring for children of relevant age

2.1.2 Understanding of relevant policies/code of practice and awareness of relevant legislation

2.1.3 General understanding of national/foundation phase, curriculum 14-19 pathways, and other basic learning programmes/strategies as appropriate

2.1.4 Basic understanding of child development and learning

2.2 Desirable

2.2.1 Experience of working with/caring for children with Special Educational Needs

Specific skills critical for effective performance

2.3 Essential

2.3.1 Effective use of ICT to support learning

2.3.2 Use of other equipment and basic technology, e.g. video, photocopier

2.3.3 Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these

2.4 Desirable

2.4.1

Managerial skills critical for effective performance

2.5 Essential

2.5.1 N/A

2.6 Desirable

2.6.1 N/A

## **3. Personal Attributes**

Personal values and characteristics which should be demonstrated in performing the duties of the post

3.1 Essential

3.1.1 Ability to relate well to children and adults

3.1.2 Participation in development and training opportunities

3.1.3 Maintain strictest confidentiality and data protection



3.2 Desirable

3.2.1

**4. Personal Circumstances**

Job demands which, if not met, could constrain effective performance in post

4.1 Essential

4.1.1

4.2 Desirable

4.2.1

**ISLE OF ANGLESEY COUNTY COUNCIL**

**Welsh Language Skills – workplace assessment**

**NAME :** .....

**SERVICE :** .....

**LOCATION :** .....

**GRADE OF POST :** .....

**DATE :** .....

**POST IS WELSH ESSENTIAL/DESIRABLE (as noted on the job description)**

Tick the relevant box (at least one from each section, ie. (i), (ii), (iii), (iv))

	(i) Listening		✓
0	No skills		

1	Able to understand basic enquiries in Welsh ["Ble mae...?", "Ga i siarad â...?"]	
2	Able to understand a basic social conversation in Welsh	
3	Able to follow routine conversations involving work between fluent Welsh 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 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 – "Diolch am y llythyr. Dyma gopi o'r map"	
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	

While undertaking the skills assessment for the post it is necessary to look at the language skills of the team and the nature of the service and then justify if a post is not 'Welsh essential'.