

Job Description and Person Specification

Job Title: Teaching Assistant – Level 2	Grade: 4
Department: Education & Inclusion Services	Accountable to: Headteacher
Contractual Terms: As determined by the school	DBS Requirement: Enhanced

Overall Purpose of the Job

To deliver a programme of differentiated work to individuals or small groups of pupils, in or out of the classroom, which has been planned by the teacher. These programmes may have been identified following a formal or informal assessment by a qualified practitioner but will not require any formal training to deliver them.

Job Description

Support for Pupils

- 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 expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the Teacher/Senior Support Staff
- Assist Teacher/Senior Support staff with monitoring/completion of Individual Education Plans/Behaviour Education Plans
- Encourage pupils to act independently as appropriate
- With relevant training provided, attend to the personal needs of pupils and implement related personal programmes, including social, health, physical, hygiene, emergency aid, medical support and welfare needs.
- To assist with pupils toileting needs as and when required. There is an expectation that the school work in partnership with parents/guardians and health care professionals to implement a toilet training programme when required.

Support for the Teacher/Senior Support Staff

- 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/senior support staff, to support pupils to achieve learning goals
- Assist the Teacher/Senior Support staff with planning of learning activities
- Assistant the Teacher/Senior Support staff with monitoring of pupils responses to learning activities and accurately record achievement/progress
- Provide regular feedback to teachers on pupil achievement, progress and any issues
- Promote positive values, attitudes and 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/guardians/carers

- Assist the Teacher/Senior Support staff with administration of routine tests and routine pupils work
- Provide routine administrative classroom support for the teacher/support staff i.e. photocopying, typing, filing

Support for the Curriculum

- Undertake structured and agreed learning activities, differentiating them according to pupil requirements
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, Foundation Phase under the guidance of the Teacher/Senior Support staff
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare and replenish equipment/resources for pupils i.e. whiteboard pens, pencils, rulers and assist pupils in their use
- Facilitate a safe and challenging learning environment wherever the activities take place

Support for the School

- Be aware of and comply with policies and procedures including child protection, health and safety, security, confidentiality, data protection etc
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Respect and support the role of other professionals within the school
- Attend relevant meetings when required within contracted hours. **Appropriate payment or TOIL provided if carrying out any duties outside of contracted hours.**
- Assist with the supervision of pupils during contractual hours when they are out of lessons i.e. break time, lunchtime, end of school day as required
- Accompany staff and pupils on visits, school trips etc during contracted hours. **Appropriate payment or TOIL provided if carrying out any duties outside of contracted hours.**

General Responsibilities

- To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required within contracted hours
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users
- To carry out health and safety responsibilities in accordance with the School's Health & Safety Responsibilities document.

PROTECTING CHILDREN AND VULNERABLE ADULTS IS A CORE RESPONSIBILITY OF ALL STAFF. STAFF ARE EXPECTED TO ALERT THEIR MANAGER TO ANY CONCERNS THEY MAY HAVE REGARDING THE ABUSE OR INAPPROPRIATE TREATMENT OF A CHILD OR YOUNG PERSON, OR VULNERABLE ADULT

To undertake such other duties and responsibilities commensurate with the grade as may be reasonably required by the Headteacher or as a mutually agreed development opportunity.

The contents of this document will be subject to an annual review in consultation with the post

holder. Job descriptions may be amended to reflect and record such changes and be job evaluated.

Person Specification

The Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Qualifications** section describes the required standards needed to undertake this particular role.

The **Experience** section describes what is required in terms of what is needed to undertake this job.

The **Knowledge/Skills/Personal Competencies** section describes the kinds of technical, non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Shortlisting and appointment through Application - A, Interview - I and References - R

Attributes	Essential	Desirable
Qualifications A	<ul style="list-style-type: none"> • Level 2 Teaching Assistant qualification or equivalent qualification or equivalent experience 	<ul style="list-style-type: none"> • First aid qualification or a commitment to undertake the qualification • Training in the relevant learning strategies i.e literacy, numeracy etc
Experience A	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age range of post 	<ul style="list-style-type: none"> • Experience of working in a school environment
Knowledge/Skills/Personal Competencies I and R	<ul style="list-style-type: none"> • Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills • Can use ICT effectively to support learning • Good organisational skills • Ability to solve problems on a day to day basis • Ability to work as part of a team, with minimal supervision and to act on own initiative • Ability to cope with conflicting 	<ul style="list-style-type: none"> • Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills • Experience of using equipment technology i.e. Photocopier, DVD player, interactive whiteboard • General understanding of national/foundation stage curriculum

demands, deadlines and interruptions

- Empathy with adults, children and young people
- Firm commitment to continuous professional development

Requirement of the post:

- Satisfactory pre-employment checks
- EWC Registration