**Job Description**

**Teaching Assistant Level 2**

**Grade** Grade D Point 6-11

**Primary Purpose of role** To work within our Team providing support for teaching and learning activities.

**Responsible to** Principal

**Principal Responsibilities** To provide support for teaching and learning activities. To contribute to children’s development and safeguarding and to develop the learning environment.



**MAIN DUTIES**

1. **Support for the children:**
	* + Establish good working relationships with children, acting as a role model.
		+ Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
		+ Provide specific support to children dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
		+ Promote inclusion and acceptance of all pupils.
		+ Support children’s development (e.g. physical, emotional, social, communication and intellectual development needs)
		+ Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
		+ Encourage children’s positive behaviour
		+ Support children’s play and learning
	1. **Support for the teacher:**
* Provide support for learning activities across a range of key stages and in a range of environments
* Provide minimal clerical/administration support (e.g photocopying, typing, filing, collecting money etc).

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| * Create displays of children’s work to celebrate achievements and challenge their questioning and thinking.
* Contribute to positive relationships with children and adults through communication and interaction
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| * Support literacy and numeracy activities
* Provide effective support for colleagues
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| * Observe and report on pupil performance.
* Contribute to maintaining pupil records
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| * Invigilate tests and examinations
* Contribute to positive relationships with children and adults through communication and interaction
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1. **Support for the curriculum:**
	* Provide curriculum / resource support and undertake training programmes linked to local and national learning strategies.
	* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
	* Prepare and maintain equipment/resources as directed by the teacher and assist children in their use.
2. **Support for the school**
	* + Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
		+ To share responsibility for the preparation and maintenance of the indoor and outdoor learning environment.
		+ Contribute to the overall ethos/work/aims of the School/ Trust.
		+ Contribute to the school ethos, aims and development/improvement plans.
		+ Appreciate and support the role of other professionals.
		+ Attend relevant meetings as required.
		+ Participate in training and other learning activities as required.
		+ Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
		+ Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Customer Care -** To provide quality services that are what our customers want and need. To give customers theopportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

**Develop oneself and others** - To make every effort to access development opportunities and ensure you spendtime with your manager identifying your development needs through your personal development plan. To be ready to share learning with others and to take part in the school’s system of annual appraisal of performance.

**Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity andrespect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Prepared by: H Hodgson Date: September 2017

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**Person Specification**

**Teaching Assistant Level 2**

 Disabled Candidates are guaranteed an interview if they meet the essential criteria

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| **STAGE ONE** |
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| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
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| **SKILLS AND COMPETENCY** |  |
|  |  |  |  |
| 1. | Ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning. Ability to give feedback in a constructive manner. | Interview/Application form |
| 2. | Ability to listen and observe children/young people and share observational findings effectively.  | Interview/Application form |
| 3.4. | Ability to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour and accordingly. Ability to praise and encourage children/young people according to their age, needs and abilities. Ability to deal sensitively with challenging behaviour (in line with setting/school policy and procedures). Act as a role model for positive behaviour. | Interview/Application formInterview/Application form |
| 5. | Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils. Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners.  | Interview/Application form |
| 6. | Ability to become an effective member of staff. Ability to work effectively with colleagues and other practitioners. Ability to take an active role in developing own skills and expertise. | Interview/Application form |
| 7. | Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities.  | Interview |
| 8. | Ability to operate ICT resources safely and effectively as a learning resource. Ability to access and use learning programmes and information. | Interview/Application form |
| 9. | Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response. | Interview |
| 10. | GCSE English and Maths at Level 2 or equivalent qualification.. | Application form |
| 11. | Level 1 ICT qualification/ willingness to work towards in role. | Application form |
| 12. | QCF Level 2 Supporting Teaching and Learning in Schools or equivalent qualification. |  Application Form |
| 13. | A commitment to participating in training and development as Required. | Interview |
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| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
|  |  |  |  |  |
| **CORE ORGANISATIONAL COMPETENCIES** |  |
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|  |  | **Valuing Diversity** |  |
|  |  | Listen, support the diverse contributions made to the school/setting |  |
|  |  | without prejudice. Challenge behaviours and processes which do | Interview/ Application form |
|  |  | not positively advance the diversity agenda whilst being prepared |  |
|  |  | to accept feedback about own behaviour. Recognise people’s |  |
|  |  | strengths, aspirations and abilities and helps to develop their |  |
|  |  | potential. Understand how Valuing Diversity and inclusion can |  |
|  |  | improve our ability to deliver better services and reduce |  |
|  |  | disadvantage. |  |
|  |  |  |  |
|  |  | **Caring for Customers** |  |
|  |  |  |  | Interview |
|  |  | Listen and respond to customer need. Network with others to |  |
|  |  | develop services for the benefit of the school/setting community. |  |
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**Developing Self and Others**

Interview/Application form

Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.

**Health and Safety**

Interview

Ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.

**Confidentiality**

Interview

Acknowledge the need to maintain confidentiality at all times and to become aware of the National, Local Authority and School policies on Confidentiality, and the management and sharing of information.

**Energy Efficiency**

Interview

Be aware of the energy efficiency issues in own area of work and throughout the organisation



Note to Applicants: **Please try to show in your application form how best you meet these requirements**

**Date Person Specification Prepared/Updated** **September 2017**

**Person Specification Prepared By** H Hodgson

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