**Job Description**

**Teaching Assistant (TA2)**

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| **Grade** | D6 - 11 |
| **Hours** | 32.25 hours per week (Monday, 8:15am – 4pm; Tues – Fri, 8:15am – 3pm) |
| **Primary Purpose of the Job** | To work under the direction of the class teacher, usually in the classroom with the teacher to support and provide general support to the teacher in the management of students and the classroom. |
| **Responsible to** | SENCO |
| **Principal Responsibilities** | To provide support for teaching and learning activities. To contribute to students’ development and safeguarding and to develop the learning environment |

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| **MAIN DUTIES** |
| 1. **As a Teaching Assistant of Vantage CE Academies Trust, you will**
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| **Support for Students*** Supervise and provide particular support for students who may have physical or medical needs, ensuring their safety and access to learning activities
* Supervise and provide particular support for students, including those with special needs and learning difficulties, 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 students and interact with them according to individual needs and school policies.
* Promote the inclusion and acceptance of all students.
* Encourage students 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 students in relation to progress and achievement under guidance of the teacher.
* To assist with the implementation and enforcement of Access Arrangements for both informal and formal assessments, tests and normal classroom practice.

**Support for Teachers*** Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students’ work.
* Use strategies, in liaison with the teacher, to support students to achieve learning goals.
* Assist with the planning of learning activities.
* Monitor students’ responses to learning activities and accurately record achievement/progress as directed.
* Provide detailed and regular feedback to teachers on student’s achievement, progress, problems etc.
* Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers.
* Administer routine tests and invigilate exams and undertake routine marking of students’ work.
* Provide clerical/admin. support e.g. photocopying, typing, filing, 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 and recording achievement and progress and feeding back to the teacher.
* Support the use of ICT in learning activities and develop students’ competence and independence in its use.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
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| 1. **Support for the school:**
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| * To attend relevant courses and staff training as required.
* 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).
* Assist with the supervision and behavior management of students in non-teaching times, including before and after school and at lunchtime and break times.
* Attend and participate in relevant meetings as required.
* Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/ work/ aims of the School and Vantage CE Academies Trust.
* Contribute to the school ethos, aims and development/improvement plans.
* Appreciate and support the role of other professionals.
* To carry out other duties commensurate with the grade and nature of the post.
* Undertake any reasonable duties as requested by the Headteacher or nominated delegate
* To maintain confidentiality of information acquired in the course of undertaking duties for the department.
* To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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**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 line 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 line 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.

**Safeguarding** – Vantage Academy Trust is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

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

**Person Specification**

**Teaching Assistant (TA2)**

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| **STAGE ONE** | Disabled candidates are guaranteed an interview if they meet the minimum essential requirements |
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| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |  |
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| **SKILLS AND COMPETENCY** | Application form/ qualifications & certificates/ interview |  |
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| 1. | Good numeracy/literacy skills –GCSE (or equivalent) in English and Maths qualifications Grades 4 – 9 (or equivalent). | Qualifications & certificates |  |
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| 2. | Sound knowledge of the literacy / numeracy KS3 strategies and a good overview of Key Stage 3-4 relevant curriculum. | Application Form/ Interview |  |
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| 3. | Sound knowledge of the causes and patterns of poor behaviour and strategies to address these. | Application Form/ Interview |  |
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| 4. | Sound knowledge of how children learn and how to create and maximize learning opportunities. | Application Form/ Interview |  |
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|  5. | Effective use of ICT to support learning.  | Application Form/ Interview |  |
|  6. | Ability to relate well to children and adults. | Application Form/ Interview |  |
|  7. | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | Application Form/ Interview |  |
|  8. | To be aware of all school policies and procedures and to enforce these effectively. | Application Form/ Interview |  |
|  9. | Basic understanding of child development and learning. | Application Form/ Interview |  |
| 10. | Ability to self-evaluate learning needs and actively seek learning opportunities. | Application Form/ Interview |  |
| 11. | Resilience, tact, and diplomacy especially under pressure | Application Form/ Interview |  |
| 12. | Excellent personal effectiveness and organisation | Application Form/ Interview |  |
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| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |  |
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| **CORE ORGANISATIONAL COMPETENCIES** |  |  |
|  |  | **Valuing Diversity** | Interview/ Application form |  |
|  |  | Listen to and support the diverse contributions made to the school/setting without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity and inclusion can improve our ability to deliver better services and reduce disadvantage. |  |  |
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|  |  | **Caring for Customers**Listen and respond to customer need. Network with others to develop services for the benefit of the school community. | Interview |  |
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|  |  | **Developing Self and Others**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**Ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.**Confidentiality**Acknowledge the need to always maintain confidentiality and to become aware of the National, Local Authority, Trust and School policies on Confidentiality, and the management and sharing of information.**Energy Efficiency**Be aware of the energy efficiency issues in own area of work and throughout the organisation | InterviewInterviewInterviewInterview |  |

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| **STAGE TWO** | **To be used in the event of a large number of applicants meeting the minimum essential requirements** |
| **ADDITIONAL/ DESIRABLE REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| 1.  | Experience of Assessment for learning | Interview/Application form |
| 2. | An interest in customising the curriculum to make it more exciting and relevant | Interview/Application form |
| 3. | Willingness to run an extra-curricular club | Interview/Application form |
| 4. | Awareness of current initiatives in education  | Interview/Application form |
| 5. | Ability to maintain a sense of humour | Interview/Application form |
| 6. | Display energy and enthusiasm | Interview/Application form |
| 7. | Be a supportive and pro-active member of a team | Interview/Application form |



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