

Lynch Hill Enterprise Academy



TEACHING ASSISTANT (LEVEL 2): JOB DESCRIPTION

Salary

In accordance with the school's support staff structure pay range: point 8 – 10.

Line of responsibility

The teaching assistant (level 2) will be directly responsible to the principal teaching assistant [or insert appropriate post holder].

Job purpose

The teaching assistant (level 2) is responsible for:

- Providing assistance with the teaching and learning of students under the instruction of the class teacher in order to maximise their participation and achievement.
- Providing support with classroom management and with the supervision of students, while maintaining a purposeful, orderly and supportive environment.
- Providing general care and welfare to students.
- Contributing to the overall ethos, work and aims of the school.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher and line manager.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- S/he shall ensure that students are aware of the school's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- S/he shall report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.

- S/he shall supervise and provide support to individuals and groups of students, including those with special educational needs (SEN), ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
- S/he shall contribute to the learning, personal, physical and social needs of students, whilst encouraging independence.
- S/he shall be aware of and respond appropriately to individual student needs.
- S/he shall attend to and implement support to meet the personal and physical needs of students including health and hygiene matters.
- S/he shall encourage the acceptance and integration of all students ensuring equal access to opportunities to learn and develop.
- S/he shall liaise with her/his line manager, appropriate teaching staff and other professionals to ensure support is effective and efficient.
- S/he shall work to establish a supportive relationship with parents / carers in order to facilitate strong and constructive links between home and school.
- S/he shall support teaching staff in respect of planning, preparation, assessment and administration.
- S/he shall assist with the preparation, maintenance and use of teaching materials and equipment, and tidy away materials/equipment as required.
- S/he shall produce additional curriculum materials, in discussion with the class teacher, to support teaching programmes.
- S/he shall contribute to the planning and review of lessons, activities and/or support programmes.
- S/he shall undertake pre-determined learning activities and teaching programmes for individuals and groups of students under the guidance of the class teacher.
- S/he shall assist students to learn as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions, hearing students read.
- S/he shall adopt appropriate strategies and approaches to support and assist students in achieving their learning goals.
- S/he shall adjust learning activities and programmes, in discussion with the class teacher, to assist students achieve their goals.
- S/he shall ensure students are able to use the equipment, other specific aids and materials and assist where students are uncertain, such as with meanings of words, spelling, and presentation.
- S/he shall use ICT effectively to support learning activities and develop students' competence and independence in its use.
- S/he shall supervise and to assist students in their concentration in order to complete work set.

- S/he shall motivate and encourage students, and help them to develop their self-esteem and interaction with others.
- S/he shall maintain records of student progress, achievement and problems, and provide verbal and written feedback as required to staff and students.
- S/he shall contribute to individual education plans (IEPs) and individual behaviour plans for students.
- S/he shall provide assistance in the supervision of students during breaktimes and lunchtimes as required.
- S/he shall put up and maintain appropriate displays within the classroom and school.

Administrative

- S/he shall undertake a range of clerical and administrative tasks as required, for example, photocopying, word-processing, filing, faxing, collation of student reports, administering coursework, collecting and recording payments.
- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- S/he shall input and extract information from the school's database system/s as required.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the headteacher and the governing board.
- S/he shall maintain both manual and computerised record and filing systems in line with requirements.

General

- S/he shall attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- S/he shall assist in escorting students on educational visits and participate in extra-curricular activities as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- S/he shall comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

TEACHING ASSISTANT (LEVEL 2): PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics. • Familiarisation with the content of DFE teaching assistant induction materials. • NVQ 2 for teaching assistant or equivalent qualification and/or experience. • Experience of working with children/young people. 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment. • First aid qualification or willingness to gain one. 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, parents/carers and colleagues. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Good standard of numeracy and literacy skills. • Ability to use range of ICT packages and equipment effectively. • Ability to absorb and understand a wide range of information. 	<ul style="list-style-type: none"> • Working knowledge of behaviour management strategies. • Knowledge of an additional language. • Basic understanding of child development and learning principles. • Working knowledge of relevant policies and procedures, and awareness of relevant legislation. • Working knowledge of national requirements regarding curriculum delivery and other learning programmes/strategies. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
Personal qualities:		
<ul style="list-style-type: none"> • A diplomatic and patient approach. • Able to appropriately deal with confidential information/situations. • Able to follow direction from line manager. • Ability to show initiative and to prioritise one's own work and meet required deadlines. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>