

# **JOB DESCRIPTION**

<b>School:</b> The Castle School	<b>Grade: C</b> <b>Salary Range: C11 – C15</b>
<b>Job Title:</b> Teaching Assistant Level 2	<b>Responsible to: Class Teacher/ Head Teacher</b>

## **JOB PURPOSE**

- To provide practical support to the teacher/other teaching assistants and pupils
- To consistently promote positive values, attitudes and behaviour
- To ensure the safety and welfare of all pupils in line with our safeguarding policy
- To support pupils in their learning and development in small groups or with individual pupils as directed
- To help raise standards of achievement for all pupils
- To encourage the social and emotional development of pupils
- To encourage pupils to participate in all aspects of school life
- To help pupils to become more independent

## **MAIN DUTIES AND RESPONSIBILITIES**

**Working under the direction and supervision of a qualified teacher or Teaching Assistant:**

### **Planning & Expectations**

**Working within schools policies and procedures to:**

- Promote equal opportunities for all pupils
- To contribute to discussions, with the teacher, on the development of work programmes, work activities and support programmes for pupils
- Contribute to the preparation of teaching resources and materials
- Provide feedback to pupils and the teacher
- To notify the designated lead for safeguarding of any concerns about pupils as they occur
- To follow the school code of conduct at all times

### **Teaching & Learning Activities**

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- To assist with the supervision of, and encourage good behaviour amongst, pupils
- Manage safely the teaching space and resources within the school
- To work with individuals or small groups under the supervision of the teacher

### **Professional Values & Practice**

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- To work with individuals or small groups under the supervision of the teacher

### **General**

- To maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- To provide welfare support for pupils

### **Additional Duties**

**Any other duties, which reasonably fall within the purpose of the post, and which, may be allocated by the Teacher/TA. This may include:**

- Collecting money
- Chasing absences
- Administer medication and other medical procedures after appropriate training has been given
- Preparing class lists

- Record keeping and filing
- Produce classroom displays
- Stock taking
- Support to incoming pupils on work experience placements at the school
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance
- Analysing attendance figures
- Supervise during the lunch break
- Collate pupil reports
- Administering and invigilating examinations
- Prepared to work in all areas of the school (as workload dictates) under the direction of the management.
- Any other duties as directed by the teacher
- that is commensurate with the responsibilities of the role. This might include assisting children with personal cleanliness, dressing and undressing as appropriate

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

No direct budgetary responsibility

## PERSON SPECIFICATION

<b>Job Title: Teaching Assistant Level 2</b>	<b>School: The Castle School</b>
<b>Reports to: Class Teacher</b>	<b>Location: Newbury, West Berkshire Council</b>

<b>Key Criteria</b>	<b>E/D</b>	<b>Context</b>
<u>Qualifications and Experience</u> <ul style="list-style-type: none"> <li>• Relevant qualifications to include either GCSE English and Maths grades A to C or sub level 2 vocational qualification</li> <li>• Experience of working with children with special needs</li> <li>• Qualified First Aider</li> </ul>	<p><b>E</b></p> <p><b>D</b></p> <p><b>D</b></p>	<ul style="list-style-type: none"> <li>• The QCF level provides key guidance and training on working with children that is necessary for this role</li> <li>• All pupils within the school have SEN and experience of this is always encouraged</li> <li>• A qualified first aider is always useful within the school environment</li> </ul>
<u>Knowledge</u> <ul style="list-style-type: none"> <li>• Knowledge of the Early Year's curriculum or National Curriculum</li> <li>• Understanding of the child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities</li> <li>• Knowledge of the key factors that can affect the way a child learns</li> <li>• Awareness of and willing to promote the school's social inclusion policies and practises</li> </ul>	<p><b>D</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>	<ul style="list-style-type: none"> <li>• To be able to confidently assist with the lessons and group sessions</li> <li>• It is essential that all staff are aware of child protection and bullying issues to ensure the safety of all pupils</li> <li>• Working at an appropriate level and pace to allow pupils to make maximum progress</li> <li>• To be able to ensure that all pupils are included as part of the school</li> </ul>
<u>Skills and Abilities</u> <ul style="list-style-type: none"> <li>• Sound literacy and numeracy skills</li> <li>• Ability to make use of ICT to support pupils' learning</li> <li>• Able to confidently and competently apply knowledge and skills acquired from training into practical classroom context</li> <li>• Good planning and organisational skills</li> <li>• Ability to motivate and encourage pupils</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>	<ul style="list-style-type: none"> <li>• To be able to feedback to parents and teachers about the progress of a child</li> <li>• To be able to work inclusively with everyone</li> <li>• To ensure the children you work with in school, gain as much as they can from each task</li> </ul>

<p><u>Work Related Personal Qualities</u></p> <ul style="list-style-type: none"> <li>• Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• Flexible approach to tasks</li> <li>• Confident and able to use own initiative</li> <li>• Willingness to work as part of a team</li> <li>• Willingness to promote social inclusion policies and practices</li> <li>• Able to form effective relationships with colleagues and students, understand professional boundaries and demonstrate suitability to work with pupils</li> </ul>	<p>E E E E E E</p>	<ul style="list-style-type: none"> <li>• At times there may be confidential discussions about children and their families that you are involved in, to better understand your role</li> <li>• Flexibility around the school may be required at any time</li> <li>• Working with other members of staff at all levels is a key requirement of the role to ensure the school runs smoothly</li> <li>• To ensure the post holder is able to demonstrate the appropriate suitability to work with children</li> </ul>
<p><u>Other Work Related Qualities</u></p> <ul style="list-style-type: none"> <li>• Suitability to work with children</li> <li>• DBS check</li> <li>• Patient and resilient</li> <li>• Willing to attend training, including behaviour management training and implement actions</li> <li>• Able to manage the physical aspects of working with children with SEN (such as floor work, manual handling, standing for prolonged periods and toileting and changing)</li> </ul>	<p>E E E E E</p>	<ul style="list-style-type: none"> <li>• To ensure the post holder is able to demonstrate the appropriate suitability to work with children</li> <li>• The post holder will need to ensure that they are up to date with any necessary training for the role</li> </ul>