



LIVING LIFE IN ALL ITS FULLNESS

Job title:	Level 2 Teaching Assistant
Hours of work:	See advert details
Salary:	Grade 3 (Point 3 to 4)

Purpose of the Job

Level 2 staff provide more specific support and work under the supervision and guidance of a classroom teacher. The basic entry requirement is NVQ level 2.

Key Features: To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils and the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. To supervise pupils at lunchtime.

Main Activities

Support for Pupils

- Supervise the activities of individuals or groups of children (normally up to 8) within the classroom.
- Under the instruction/guidance of a teacher, support pupils with sensory and/or physical impairment.
- Under the instruction/guidance of a teacher, support pupils with non-specific learning difficulties
- Under the instruction/guidance of a teacher, support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Support pupils on the walking bus before school
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing on incontinent/sick children, dressing and undressing.
- Under the instruction/guidance of a teacher/external agency worker support pupils with communication and interactions difficulties.
- Assist pupils in the use of resources including IT
- Maintain pupils' interests and motivation
- Support individuals and group work assigned by the teacher in raising core skills.
- Support individual education plans
- Escorting pupils home as required, with another member of staff.
- To be aware of pupil problems, achievements, progress and report to the teacher as agreed.
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
- Establish a constructive relationship with pupils and interact with them according to individual needs.
- Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.

- To ensure that pupils are safe, happy and have access to a healthy lunch.
- To play with pupils at lunchtime and lead activities, ensuring they have the opportunity for physical activity.
- Administer first aid when necessary

Support for the Teacher/School

- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Making a contribution to organising effective learning environments and maintaining appropriate records.
- Undertake routine marking in line with school policy.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (e.g. assessment information)
- Work with parents to enhance pupils' learning
- Liaise with parents as appropriate.
- Support out of hours school learning activities (within established guidelines)
- Monitor pupils' responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams.
- Support the use of IT in learning activities and develop pupils' competence and independence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Provide supervision for pupils at lunchtimes to ensure that pupils are well looked after and ratios met
- Communicate with the teacher about any issues / concerns at lunchtime regarding behaviour
- Follow the school's behaviour, safeguarding and walkie-talkie policy
- Ensure the lunchtime environment is safe including the dinner hall

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

This post is subject to the DBS checking process

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.

Person Specification

Experience/knowledge

- Demonstrable experience of working with or caring with children
- General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.

Qualifications and Training

- NVQ level 2 or equivalent
- Very good numeracy/literacy skills

Practical skills

- A basic knowledge of first aid
- Ability to use relevant technology e.g. computer/ keyboard/photocopier/video.
- Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing with the ability to produce documentation to a good standard.
- Ability to play and contribute to physical activities with pupils

Personal Qualities

- A knowledge of equality & diversity issues.
- Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.
- Ability to relate well to children and adults.
- To comply with the school's commitment to the protection and safeguarding of children.

Additional Information:

St Margaret's at Hasbury is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>