**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Teaching Assistant(Level 2)  | School | Caslon |

|  |  |  |  |
| --- | --- | --- | --- |
| Grade | Grade 3 | Salary | Point 3 – 4 (Pro-Rota)32.5hrs |

|  |  |
| --- | --- |
| Reports To | Headteacher/Deputy Headteacher |

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 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 |

Main activities

|  |
| --- |
| **Support for Pupils*** To undertake work, care and support programmes to enable access to learning and to assist the 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 support pupils with sensory and/or physical impairment.
* To support pupils with non-specific learning difficulties
* To support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
* To support pupils with communication and interaction difficulties.
* To work with outside agencies, along with the teacher, to provide appropriate support to pupils.
* 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
* Assist pupils, when needed, with personal hygiene routines including toilet training, changing of incontinent/sick children, dressing and undressing.
* Supervise the activities of individuals or groups of children within the classroom.
* 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.

**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.
* Contribute and support in organising effective learning environments
* Maintain 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 ICT in learning activities and develop pupils’ competence and independence in its use.
* Any other related duties or responsibilities as defined by the Headteacher

General Duties * Be aware of and comply with divisional and school policies and procedures e.g. relating to health and safety, security, confidentiality, data protection, child protection and vulnerable adults, reporting concerns to the appropriate person.
* Contribute to the overall ethos/work/aims of the school and effective team working
* Participate in training, other learning activities and performance development as required
* Attend and participate in meetings as required
* Any other duties commensurate with the duties/responsibilities/grade of the post
* To be accountable for and promote equal opportunity, diversity and community cohesion to meet school objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
* To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
* In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the School.
* To represent the school in a professional manner meeting the school aims.
* To comply with School policies.
* To actively promote school’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this role and setting.
* Employees must comply with health and safety legislation and will be required to comply with Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
* To be responsible for adhering to legislative requirements and Policies and Procedures including, but not exclusively Health & Safety, Data Protection and Internet/Email use

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. |

|  |  |
| --- | --- |
| Special Conditions | The salary offered reflects the fact that the post holder will be required to work term-time only |

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Signed  |  |

|  |  |
| --- | --- |
| Date |  |

May 2017