

**St Peter’s CofE Junior School**

TEACHING ASSISTANT LEVEL 2

**Post:** Teaching Assistant Level 2

**Grade:** **Grade E point 10**

**Salary: £21,322 FTE (Actual Salary £15,847)**

**Hours: 27.5 hours a week**

**Responsible to:** The Headteacher

**Post Objective**

To contribute to School objectives by effectively and efficiently undertaking a range of duties to support the excellent teaching and learning of pupils; providing general and specific assistance to pupils in all aspects of the curriculum under the strategic direction of the Head teacher and with daily guidance and supervision from the classroom teacher. To promote and actively support the values and ethos of the school.

**Summary of Duties and Responsibilities:**

* Under the professional direction and supervision of a qualified teacher, deliver planned activities for individuals and groups to allocated pupils, in small groups or individually, differentiating and adapting learning programmes to suit individual need.
* Contribute to the lesson planning and delivery of a variety of classroom activities, visits and IEP’s, including the preparation of materials, within the framework set by the teacher.
* To actively engage in the use of a range of ICT tools and equipment employed in the classroom to enrich teaching and learning.
* To support the teacher in the delivery of specific Educational Health and Care Plans for those pupils’ with Special Educational Needs / Disability, in liaison with health care/other professionals.
* Provide short term cover supervision of classes.
* Plan and evaluate specialist learning activities, preparing reports and records for the teacher as required.
* Using Teaching and Learning objectives support the teacher in monitoring, assessing and recording of pupil progress/activities and Individual Education Plans (IEP’s), writing reports and records as required
* Prepare the learning environment and resources as per plans, including photocopying, filing and the display and presentation of pupils work whilst contributing to ensuring a safe environment.
* Sourcing and purchase of equipment/resources as directed by the teacher and under guidance of the Business Manager, within a designated budget.
* Assist pupils with eating, dressing and hygiene as required whilst encouraging independence.
* Responsible for supervision and safe use of equipment and materials including classroom, PE/games, internally and externally ensuring the careful use of the school premises/site by pupils in your care.
* Contribute to the training and assessment of work experience students and support the work of volunteers as appropriate, within the classroom.
* Develop and maintain appropriate professional relationships with pupils, teachers, support staff, parents/carers, governors, external professionals and agencies.
* Promote and support the role of parent/carers in pupils’ learning and enabling constructive information sharing about progress and achievement.
* Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.
* Participate in the delivery of local and national initiatives, as determined by the class teacher.
* Promote Safeguarding and the good behaviour and social and emotional development of pupils, including promoting inclusion of all pupils within our school.
* Support the development of the school’s Behaviour Policy and ensure that it is implemented effectively.
* Respond to and record incidents of poor behaviour.
* Work in a positive way to ensure children behave well and report any concerns to the teaching staff.
* Carry out any First Aid as necessary, dealing with minor injuries and reporting more serious incidents immediately to the school office staff. Completing First Aid records and reporting any accidents to class teachers.
* Be alert to issues of Health and Safety, showing initiative to minimise risk to children and report concerns to the School Business Officer/Manager.
* When necessary, to attend meetings and participate in job-related training to improve own skills and knowledge.
* Maintain confidentiality at all times in respect of school-related matters.
* Carry out any other instructions given by the Headteacher, reasonably falling within the duties of this post.
* Follow the school’s Code of Conduct for staff.

In line with safer recruitment, references will be requested prior to interview

**This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher, however the responsibility level should not exceed those outlined above.**

**This sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

TEACHING ASSISTANT PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| **Key Criteria** | **Essential** | **Desirable** |
| **Qualifications and Training** | National Occupational Standards / NVQ Level 3 (or relevant equivalent qualification) in Supporting Teaching and Learning  GCSE (or relevant equivalent qualification) in English, Maths and a Science subject (minimum Grade C). | Degree level qualification |
| **Competence Summary**  **(Knowledge, abilities, skills, experience)** | Experience of working with children  Able to relate to and communicate well with children and adults  Knowledge and awareness of the National Curriculum for junior education  Effective organistation skills to effectively manage time and prioritise as appropriate teaching and administrative duties  Clear and accurate verbal and written communication skills  Ability to work flexibly and use own initiative  Able to work effectively as part of a team and follow instructions and guidance  Building relationships with children which promote learning  Gathering, collating/analysing information to make appropriate recommendations for action  Ability to make appropriate judgements and solve minor problems    Collaborative and professional approach with all school stakeholders, including parents/carers, internal and external partners.  Provide a safe, creative environment and encourage community wide participation. | Working or volunteering with Junior/Primary aged children in a school setting |
| **Work-related Personal Requirements** | Able to demonstrate patience, empathy and attention to all pupils  Ability to reflect on own practice and learning and listen to advice.  Highly organised, self motivated and resilient  Communicate effectively with staff and children  To work autonomously but know when to ask for assistance or refer to more senior staff  Demonstrate a high moral commitment to the learning and achievement of all pupils  Committed to equality of opportunity |  |
| **Other Work Requirements** | Participate in training and development activities  Able to work within guidance in all school policies, eg safeguarding, behaviour management, health and safety, equal opportunities, physical restraint, intimate care.  Undertake other such duties as required by the Headteacher |  |
|  | | |