



Job Description

Teaching Assistant Level 2

The post holder will report to the Teacher/Senior Teaching Assistant. Apart from other colleagues, the main contacts of the job are the Headteacher, teaching staff, other support staff and students.

Main purpose of the post

Under the guidance of a teaching/senior support staff, provide support for students who require help to enable access to learning and to assist in the management of students

Provide specialist support in a specific area of curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required

Main duties and responsibilities

Support for students

To work with groups of students under the supervision of the teacher including the delivery of programmes of work and the implementation of ILPs

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

Give regular feedback on student's progress to the class teacher and file records

Establish good relationships with students, taking on role model by presenting a positive personal image and responding appropriately to individual needs

Attend to student's personal needs, including minor first aid and assist in the pastoral, social health, physical hygiene development and welfare matters

Promote the inclusion and acceptance of all students

Encourage students to act independently as appropriate

Support for Teachers

Provide curricular clerical/admin support, e.g. photocopying, making lists, collection of monies



Under the direction of the teacher, prepare classroom for lessons and clear afterwards as appropriate.

Undertaking pupil record keeping and updating records, information and data, producing reports as required

Assist in the development and implementation of behaviour management strategies

Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

Administer and assess routine tests and invigilate exams and undertake routine marking of pupil's work

Support for the Curriculum

Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher

Support the use of ICT in learning activities and develop students' competence and independence in its use

Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

Support for the School

Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies

Accompany teachers and pupils on educational visits

General

To maintain good relationships with colleagues and work together as a team

To undertake all duties with full regard to the Health and Safety at Work Act

To be willing to undertake and carry out first aid training as appropriate

To contribute to the overall ethos, work and aims of the school and Trust

Assist in the supervision of classroom and outdoor activities.

Assist with the supervision of discreet groups of students for short periods when the teacher is not present.

Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

Be aware of, support difference, and ensure all students have equal access to opportunities to learn and develop.

To participate in training and other learning activities and performance development as required

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007). In addition to HLTA's, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 2 may be called upon to provide cover supervision for a group or occasionally a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered



Person Specification

Teaching Assistant Level 3 Special / Additional Needs

Teaching & Learning

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
QUALIFICATIONS / TRAINING		
Numeracy/literacy skills (at a level equivalent to NQF Level 2)	E	A/I/R/SP
Completion of the Teaching Assistant Induction Programme or equivalent qualification or experience	E	A/I/R
Willingness to undertake first aid training and administer first aid as appropriate	E	A/I/R
EXPERIENCE		
Experience of working with or caring for children of a relevant age	D	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
The ability to work as part of a team	E	A/I/R
An understanding of the role of the Teaching Assistant and other professionals working in the classroom	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges	E	A/I/R
To use ICT effectively to support learning	E	A/I/R
An understanding of national/foundation stage curriculum and other basic learning programmes/strategic processes and barriers to learning	D	A/I/R
Basic understanding of the principles of child development and learning processes	D	A/I/R
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	E	A/I/R
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	E	A/I
To relate well to children and adults and communicate effectively with all stakeholders in tactful, friendly and professional manner	E	A/I/R
To be motivated to complete tasks to the required timescales and quality standards	E	A/I/R/SP
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students	E	A/I/R/SP
Personal commitment to continuous self-development	E	A/I/R/SP
Personal Commitment to continuous school improvement	E	A/I/R/SP



Willingness to participate in training, performance management and self-evaluate own learning needs and actively seek learning opportunities	E	I/R
To maintain confidentiality relating to the staff and students at all times	E	I/R
To contribute to the Catholic ethos of the school	E	I
To be committed to equal opportunities	E	I
To uphold all aspects of safeguarding	E	I
To be willing to consent to apply for an enhanced disclosure and barring service check	E	I

***Application/Interview/References/Selection Process**

The WCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The letter of application should be clear, concise and related to the specifics of the post advertised above in order to gain an interview**