

Post title: Teaching Assistant Level 2

Salary and grade: NJC 4 to 6

Hours: Full and part time

Contract Type: Permanent and Temporary Positions available (term time only)



Main purpose of the job:

To work under the direction and instruction of appropriate teaching staff to support access to learning for pupils and enable their progress. To provide general support in the management of pupils and the classroom.

You will be committed to safeguarding and promoting the welfare of children, young people and adults (DBS checks are compulsory).

Key duties and responsibilities

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

Support for Pupils

- Supervise and support students, ensuring their safety and full access to learning.
- Establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To encourage students to learn as independently as possible taking into account their difficulties and any individual learning, language development or behaviour targets.
- Encourage students to interact positively with others and engage in learning activities.
- Support the students to apply the strategies outlined in their IEP.
- Engage students in a range of programmes and interventions and help them to evidence their learning
- Assist with the development and implementation of Individual Education /Support/Mentoring plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.
- Participate in comprehensive assessment of pupils to determine those in need of help, specifically in regards to their social conduct.
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.

- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- To support/lead activities for students at break and dinnertimes, in accordance with contractual hours.
- To undertake duties at breaks times as directed (contracted working hours include paid time for breaks)

Support for Teacher

- Be aware of students' problems/progress/achievements/targets and report to the teacher as agreed.
- To facilitate an accurate handover of information and student targets
- Undertake student record keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Gather/report on information from/to Parents/Carers as directed.
- Classroom observations to support the development of IEPs
- Actively discuss student needs and profiles with relevant staff
- Monitor student progress using available data and observation
- To regularly appraise students work to gain appropriate accreditation or qualification
- To work alongside teaching staff and facilitate an accurate handover of information and student targets.
- Work with the teacher and other staff in evaluating and adjusting lessons/work plans as appropriate.
- Implement agreed work programmes/practical lessons under the guidance of the teacher.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/records as requested and producing analysis and reports as required.
- Promote and ensure health and safety, positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Provide general clerical/admin support, e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc, making phone calls, administer coursework, produce worksheets for agreed activities.

Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
- To regularly appraise students work to gain appropriate accreditation or qualification.
- Support students in using basic ICT as directed.
- Prepare and maintain equipment and resources for students as directed.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Attend all relevant meetings on behalf of identified cohort
- Contribute to student review meetings
- Carry out the role of an appraiser as directed by the headteacher.
- Participate in training and other professional development as identified through the appraisal process.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Other Duties

- Other such reasonable duties as determined and delegated by the Class Teacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	A good basic education and willingness and ability to obtain qualifications and training for the development of the post	•	
Experience	Experience of working with children and young people with Special Educational Needs and challenging behaviour	•	
	Team Teach or equivalent trained		•
Thinking Ability	Placement of pupil learning at the centre of systems, policies and practice	•	
	Ability to make sound judgements the attainment & progress of students.	•	
	An understanding of relevant policies and awareness of relevant legislation	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	Has experience of the development and implementation of Individual Education/ Behaviour/Support/Mentoring plans.	•	
	Ability to review learning needs and actively seek learning opportunities	•	
	The capacity to use ICT to improve the quality of provision		•
	Awareness of the need to maintain confidentiality	•	
	Personal Effectiveness	Good communication skills	•
Good interpersonal skills		•	
A team player with a collaborative approach		•	
Ability to manage own time, prioritise tasks and proven organisational skills		•	
Positive, ambitious and forward looking		•	
Resilient and easily adaptable to change		•	
Honesty and integrity		•	
Passionate and enthusiastic about making a difference		•	
Child-centred and committed to achieving the best outcomes for pupils		•	
Ability to work with children and young people that present challenging behaviour		•	
Ability to form respectful and trusting relationships with a range of people including parents and carers		•	
Capacity to motivate, inspire and challenge children, young people, self and others		•	
General	The flexibility to meet the full range of job	•	

		Essential	Desirable
	requirements		
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	