

Post title: Teaching Assistant Level 2

Salary and grade: NJC 5-6 Actual Salary £18,544 - £18,838

FTE: £26,429 - £26,847



Line manager/s: Class Teacher, Members of the Senior Leadership and the governing body

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.

All levels

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Support for pupils:

Level Two

- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning.
- Assist with the development and implementation of Individual Education Plans and behaviour plans.
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the Class Teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Willingness to undertake Key Working training and responsibilities associated with this role.

Support for the Teacher:

Level Two:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide regular and detailed feedback to teachers on pupils' achievement and progress.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents and carers.
- Provide clerical and administration support e.g. photocopying, typing, filing, collecting money.

Support for the curriculum:

Level Two

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.

Additional duties:

As appropriate, the post holder's duties must be carried out in compliance with the following:

- Equal Opportunities Policy and Strategy;
- Information and Data Security Policies;
- ESFA's Financial Regulations as set out in the Academy Handbook;
- Health and Safety at Work Act (1974) (and subsequent health and safety legislation);
- Data Protection Act 2018;
- Information Records Management Toolkit for Schools.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

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 MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications & Skills	NVQ Level 2 or equivalent qualification in childcare or education.	•	
	At least 2 years experience in a school environment working with national curriculum and other strategies.	•	
	Good ICT skills and ability to use ICT to support pupils' learning.	•	
	Ability to use other technologies.	•	
	Ability to work with children and young people that can present challenging behaviours.	•	
Knowledge & Experience	Experience of working with children and young people with in a school or educational setting.	•	
	Experience of working with children or young people with Special Educational Needs and Disabilities.	•	
	Experience in positive behaviour management.	•	
	Understanding of relevant policies and awareness of relevant legislation.	•	
	General understanding of national and foundation stage curriculums and accreditation.	•	
	A knowledge of Individual Education Plans	•	
	An understanding of child development and learning.	•	
Personal Effectiveness	Ability to relate well to children and adults.	•	
	Work constructively as part of a team.	•	
	Good communication skills.	•	
	Positive, ambitious and forward-looking.	•	

		Essential	Desirable
	Treat all people equally, fairly with dignity and respect.	•	
	Conscientious, honest and reliable.	•	
	Commitment to high standards.	•	
Thinking Ability & Mental Demands	Ability to review learning needs and actively seek learning opportunities.	•	
	Awareness of the need to maintain confidentiality.	•	
	A willingness to develop own learning, understanding and skills.	•	
General	To undertake the role of Key Worker where required.	•	
	A commitment to safeguarding and promoting the welfare of children and young people.	•	
	A commitment to equal opportunities in the workplace and the community.	•	
	A willingness to undertake mandatory training.	•	
	A commitment to anti-discriminatory and anti-oppressive practice.	•	
	A criminal records check at enhanced level.	•	