Post title	**Teaching Assistant L2**
Salary and grade:	NJC 7 to 12
Line manager/s: Team	As defined in the staffing structure

Main purpose of the job:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes and to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Work may be carried out in the classroom or outside the main teaching area.

Key duties and responsibilities

Support for pupils

1. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
2. Establish constructive relationships with pupils and interact with them according to individual needs including support for pupils in distress
3. Promote the inclusion and acceptance of all pupils
4. Encourage pupils to interact with others and engage in activities led by the teacher
5. Set challenging and demanding expectations and promote self-esteem and independence
6. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
7. Supervise pupils and attend to their personal needs and implement personal programmes including social, health, physical, hygiene, first aid and welfare matters. Specifically this may involve any of the following:

    a. Gastrostomy tube feeding and cleaning of tube in accordance with the care plan for the child and appropriate training
    b. Changing of catheter bags and cleaning of tubes
    c. Colostomy/Stoma Care
    d. Bathing/Showering
    e. Denture cleaning
    f. Head lice inspection and treatment (in conjunction with parents/carers)
    g. Mouth or nose toilet
    h. Toileting including wiping/cleaning of pupil
    i. Application of splints, braces, corsets etc
    j. Assistance in the transfer to and from vehicles and wheelchairs and mobility devices in accordance with manual lifting and handling procedures
    k. Occupational therapy and physiotherapy as directed by health professionals
    l. Draining exercises for pupils with cystic fibrosis
    m. Emergency treatments covered in basic first aid training
    n. Supervise and support pupils ensuring their safety and access to learning including visits to other establishments

Support for the teacher

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. Assist with the planning of learning activities
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
12. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
13. 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
14. Establish constructive relationships with parents/carers
15. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
16. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the curriculum

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
18. 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
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the school

21. 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
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Appreciate and support the role of other professionals
25. Attend and participate in relevant meetings as required
26. Participate in training and other learning activities and performance development as required
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
28. 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.
29. Any other duties and responsibilities appropriate to the grade and role.

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	NVQ Level 2 qualification eg., GCSE's Grades 4-9, or evidence of the equivalent level of knowledge grained through work experience.	X	
Experience	Experience of working in a school setting.	X	
	Experience of working as a Teaching Assistant or equivalent	X	
	Experiences of working with students with special/additional education needs.	X	
	Understanding of special educational needs and associated social, emotional and behavioural impact.	X	
	Ability to provide clear expression both verbally and in writing.	X	
	Working in an environment where literacy and numeracy skills have been demonstrated	X	
	Ability to demonstrate sensitivity to the student needs	X	
Knowledge and understanding	Understanding of students' needs in order to support them effectively by personalised and differentiated learning.	X	
	Knowledge of issues and needs that affect behaviour and strategies to support.	X	
	Knowledge of the range of ways that students learn and how to motivate them.	X	
	Full understanding of the range of multi-agency support required and available to students.	X	
	Full working knowledge of relevant safeguarding, equality and health and safety policies, codes of practice and legislation.	X	
Skills/Aptitudes	Ability to relate well to children and adults and to build positive relationships.	X	
	Ability to use a range of strategies to support positive behaviour and self-regulation.	X	
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	X	
	Ability to deliver pre-planned programmes of work to children using personalised strategies to support reluctant learners to engage and achieve learning goals/objectives.	X	
	Ability to respond calmly and use initiative, responding effectively to unexpected or unplanned situations or reactions throughout the school day.	X	
	Ability to use correct English in spoken and written communication	X	
	Ability to the use of IT.	X	

		Essential	Desirable
	Willingness to supervise and support the personal care needs of students.	X	
	Efficiency with the administration and maintenance of student records.	X	
	Flexible and able to change. Ability to support colleagues as and when required	X	
	A pleasant disposition and ability to stay calm under pressure.	X	
	Demonstrate a positive teach approach to work.	X	
	To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	X	
Equal Opportunities and Safeguarding	An understanding of safeguarding issues and promoting the welfare of children and young people.	X	
	A commitment to safeguarding students	X	
	Suitability to work with children	X	
	A commitment to equal opportunities	X	
	Ability to recognise discrimination and willingness to put Equalities Policies into practice	X	