# Job Description – Teaching Assistant Level 2

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| **Responsible to:** | Class Teacher |
| **Salary:** | NJC fixed point 4  |
| **Hours:** | 35 hours per week 39 weeks per year.(Term time only+ 5 training days+ 1 week summer school) |
| **Annual Leave:** | 12 weeks - School holidays |
| **Based:** | Longsight Community Primary |
| **Contract:** | Full time Temporary until 31st May 2020 |
| **Level of DBS Check**  | Enhanced with check of adults barred list |

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| Main Aims of the Post |
| To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. |

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| Main duties |
| 1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate |
| 2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour |
| 3. Support the teacher in monitoring, assessing and recording pupil progress/activities |
| 4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher |
| 5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher |
| 6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate |
| 7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate |
| 8. Understand and support independent learning and inclusion of all pupils as required. |
| **Teaching Assistants in this role may also undertake some or all of the following:** |
| 9. Work with individual pupils with special educational needs |
| 10. Work with pupils for whom English is not their first language |
| 11. Assist in the development of individual development plans for pupils (such as Individual educational plans) |
| 12. Support the work of volunteers and other teaching assistants in the classroom |
| 13. Support the use of ICT in the curriculum |
| 14. Invigilate exams and tests |
| 15. Assist in escorting and supervising pupils on educational visits and out of school activities |
| 16. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays |
| 17. Support pupils in developing and implementing their own personal and social development |
| 18. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence |
| 19. Monitor and manage stock and supplies for the classroom. |

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| General Work Related Expectations |
| 1. To work within the Big Life Company’s Values, Ethos and Vision. |
| 2. To contribute to the development of TBLC |
| 3. To work in accordance with all Policies and Procedures of TBLC |
| 4. To identify and attend training as required |
| 5. To work in accordance with all relevant legislation |
| 6. To undergo regular supervision and an annual appraisal |
| 7. To undertake any other duties as required, appropriate to the post |

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|  | **Relevant National Occupational Standards** |
| 1 | STL1 Provide support for learning activitiesSTL6 Support literacy and numeracy activitiesSTL7 Support the use of information and communication technology for teaching and learningSTL28 Support teaching and learning in a curriculum area |
| 2 | STL24 Contribute to the planning and evaluation of teaching and learning activitiesSTL55 Contribute to maintaining pupil records |
| 3 | STL9 Observe and report on pupil performanceSTL55 Contribute to maintaining pupil records |
| 4 | STL3 Help to keep children safe STL9 Observe and report on pupil performance |
| 5 | STL27 Support implementation of the early years curriculumSTL56 Monitor and maintain curriculum resources |
| 6 | STL37 Contribute to the prevention and management of challenging behaviour in children and young peopleSTL41 Support pupils with behaviour, emotional and social development needsSTL45 Promote children’s well-being and resilienceSTL49 Support children and young people during transitions in their lives |
| 7 | STL60 Liaise with parents, carers and familiesSTL61 Provide information to aid policy formation and the improvement of practices and provision |
| 8 | STL2 Support children’s development STL19 Promote positive behaviourSTL51 Contribute to improving attendance |
| 9 | STL38 Support children with disabilities or special educational needs and their familiesSTL39 Support pupils with communication and interaction needsSTL40 Support pupils with cognition and learning needs |
| 10 | STL35 Support bilingual/multilingual pupils |
| 11 | STL24 Contribute to the planning and evaluation of teaching and learning activitiesSTL55 Contribute to maintaining pupil records |
| 12 | STL5 Provide effective support for your colleaguesSTL62 Develop and maintain working relationships with other practitioners |
| 13 | STL7 Support the use of information and communication technology for teaching and learning |
| 14 | STL 17 Invigilate tests and examinations |
| 15 | STL59 Escort and supervise pupils on educational visits and out-of-school activities |
| 16 | STL16 Provide displaysSTL31 Prepare and maintain the learning environment |
| 17 | STL41 Support pupils with behaviour, emotional and social development needsSTL48 Support young people in tackling problems and taking action |
| 18 | STL44 Work with children and young people with additional requirements to meet their personal support needs |
| 19 | STL56 Monitor and maintain curriculum resources |

# Person Specification – Teaching Assistant Level 2

The successful candidate must be able to demonstrate that they meet all the following points.

**Key - Method of Assessment:** A = Application form, I = Interview, T = Test,

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|  | **Essential or Desirable** | **Method of Assessment** |
| **1. Employment Experience**  |  |  |
| 1.1 Experience of working with or caring for children aged 7 and under | Essential  | A, I |
| 1.2 Experience of working in schools or nurseries | Desirable | A, I |
| **2. Educational Background/Training** |  |  |
| 2.1 Numeracy/literacy skills at a level equivalent to NVQ level 2 | Essential | A, T |
| 2.2 Completion of the NVQ Teaching Assistant Level 2 or equivalent | Essential | A |
| **3 Knowledge**  |  |  |
| 3.1 An understanding of the role of the teaching Assistant and other professionals working in the classroom.  | Essential | A, I |
| 3.2 Understanding of child development and learning. | Desirable | A |
| 3.3 Understanding of national/foundation stage curriculum and basic learning programmes/strategies.  | Essential | A, I |
| 4 Skills  |  |  |
| 4.1 Ability to relate well to children and adults. | Essential | A, I |
| 4.2 Ability to work as part of a team | Essential | A, I |
| 4.3 Willingness to undertake first aid training as appropriate.  | Desirable | A |
| 5 Personal |  |  |
| 5. Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. | Essential | A, I |
| 5.2 Self motivation and personal drive to complete tasks to the required timescales and quality standards.  | Essential | A, I |
| 5.3 The flexibility to adapt to changing workload demands and new school challenges.  | Essential | A, I |
| 5.4 Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils. | Essential | A, I |
| 5.5 A commitment to continuous self-development. | Desirable | A |
| 5.6 A commitment to school improvement | Desirable | A |
| 5.7 Be willing to consent to and apply for an enhanced DBS check.  | Essential | A |