



## **JOB DESCRIPTION**

**ACADEMY:**                **The Grangefield Academy**

**POST TITLE:**           Teaching Assistant Level 2

**GRADE:**                F (SCP 17 – 19)

**REPORTS TO:**         **Vice Principal**

**MAIN PURPOSE:**    To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for students, including those with SEN and to assist the teacher in supporting the learning of students and the management of the classroom. Work may be carried out in the classroom or outside the main teaching area.

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### **TASKS:**

#### **SUPPORT FOR THE STUDENT:**

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Be aware of and implement Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher

#### **SUPPORT FOR THE TEACHER:**

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

#### **SUPPORT FOR THE CURRICULUM:**

- Support the use of ICT in learning activities and develop students competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use



### **SUPPORT FOR THE ACADEMY:**

- 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 students have equal access to opportunities to learn and develop
- Contribute to the overall ethos of the academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and CPD opportunities as required
- Assist with the supervision of students out of lesson times
- Accompany teaching staff and students on visits, trips and out of academy activities as required and take responsibility for a group under the supervision of the teacher
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date:



## PERSON SPECIFICATION

**POST TITLE:** Teaching Assistant Level 2

**GRADE:** F (SCP 17 – 19)

	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"><li>• Requirement to complete DCSF Teaching Assistant Induction Programme</li><li>• Willingness to participate in relevant training and development opportunities</li><li>• NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience</li></ul>	<ul style="list-style-type: none"><li>• First Aid training or willingness to undertake appointed person certificate in First Aid</li><li>• Child Protection training</li><li>• Training in the literacy/numeracy strategy</li><li>• Training in Special Educational Needs strategies</li></ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Recent and relevant experience of working with and/or caring for children within a specified age range/subject area, preferably within an education setting</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a academy environment</li></ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li><li>• Ability to build effective working relationships with all students and colleagues</li><li>• Ability to promote a positive ethos and role model positive attributes</li><li>• Ability to work with children at all levels regardless of specific individual needs</li><li>• General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)</li><li>• Experience of resources preparation to support learning programmes</li></ul>	<ul style="list-style-type: none"><li>• Relevant knowledge of First Aid</li><li>• Knowledge of Child Protection</li><li>• Equal Opportunities and recognising the nature of the diverse academy community</li><li>• Understanding of basic technology – computer, interactive whiteboard, photocopier etc</li></ul>

	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Good communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• Be able to maintain confidentiality</li> <li>• Good listening skills</li> <li>• The ability to manage behaviour of children in a positive and supportive manner</li> <li>• Awareness and basic understanding of the academy curriculum (within specified age range or subject area)</li> <li>• General awareness of inclusion, especially within a academy setting</li> </ul>	
<b>PERSONAL AND PROFESSIONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner</li> <li>• Calm approach</li> <li>• A commitment to working as part of the whole academy team and supporting the vision and aims of the academy</li> <li>• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work</li> <li>• Ability to liaise sensitively and effectively with parent s and carers, recognising role in students' learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> </ul>	