Northumberland County Council

**JOB DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Title:** Teaching Assistant (Level 2) | | **Director/Service/Sector:** Children’s Services | | **Office Use** |
| **Band: 3** | | **Workplace:** | | JE ref: SG17  HRMS ref: |
| **Responsible to:** HLTA / SENIOR TA | | **Date:** | **Manager Level:** |
| **Job Purpose:** To work under the guidance of senior staff to ensure the safety, welfare and good conduct of pupils during the on-site after school clubs. | | | | |
| **Resources** | Staff | Not Applicable | | |
| Finance | | Not Applicable | | |
| Physical | | Shared responsibility for Classroom equipment and materials. | | |
| Clients | | Relevant School pupils. | | |
| **Duties and key result areas:**  **Support for Pupils**    1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical,  hygiene and welfare objectives.    2. Supervise and support children.    3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.    4. To actively promote inclusive practice within the setting to ensure acceptance of all children.    5. Encourage children to play and interact with one another.  6. To have high expectations that encourages children to act independently and build self-esteem.  7. To prepare simple snacks for pupils adhering to hygiene procedures.    **Support for senior staff**    1. Create and maintain a purposeful and orderly learning environment.    2. Assist in planning, organising and supervising of activities.    3. Undertake the maintenance of records as directed by the senior staff.    4. Support the senior staff in the management of pupil behaviour.    5. Pass on key information to school staff from parents and carers.    6. Establish constructive relationships with parents and carers.    **Support for the School**    1.      Comply with all school policies relating to:          Health and safety          Equal opportunities          Child protection and safeguarding          Confidentiality and data protection.    2.      Work in such a way as to promote the ethos and vision of the school.    3.      Participate in training and development, and activities that contribute to the management of performance.  4.      To undertake other duties and responsibilities as required commensurate with the grade of the post.  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Monday – Friday, 3pm-6pm, term time  Indoors – time outdoors with pupils dependant on weather | | |

Northumberland County Council

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:**  Teaching Assistant (Level 2) | **Director/Service/Sector:** Children’s Services | **Ref**: SG17 | |
| **Essential** | **Desirable** | **Assess by** | |
| **Knowledge and Qualifications** | | | |
| Good numeracy and literacy skills;  NVQ 2 for Teaching Assistants or equivalent qualifications | Completion of DfES Teaching Assistant Induction Programme;  Hygiene certificate | | (a), (i) |
| **Experience** | | | |
| Working with or caring for children of the relevant age |  | | (a), (i) |
| **Skills and competencies** | | | |
| Good ICT skills and ability to use other types of learning technology:   * Photocopying * Whiteboards * CD ROM * Video   Understanding of codes of practice and recent relevant education;  Basic understanding of child development  Can work as a member of a team, understanding their role in the classroom and associated responsibilities.  Appropriate first aid knowledge | CLAIT Level 1  Knowledge of restraint techniques. | | (a), (i),  (r) |
| **Other** | | | |
| Willingness to participate in training and personal development |  | | (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits