**JOB DESCRIPTION**

**POST TITLE: Teaching Assistant - Level 2**

**GRADE: BAND 7 (SCP 14-17)**

**REPORTING RELATIONSHIP:**

The Teaching Assistant will be a member of a multi-disciplined team, under the leadership and supervision of the Foundation/Y1 Teachers, KS1 Lead and ultimately the Principal.

**JOB PURPOSE:**

Under the direction of the Principal, or a designated teacher, assist with the care and welfare of children within the school. Duties will include assisting the teacher in the delivery of the curriculum and work may be carried out in the classroom or outside the main teaching area.

**MAIN DUTIES/RESPONSIBILITIES**

In co-operation with the teacher, the post holder will - to a level reflected by the grade of the post:

**Support pupils by**

1.    Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.

2.    Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning.

3.    Working to establish a supportive relationship with the children and parents concerned and interacting with them according to their individual needs.

4.   Encouraging acceptance and inclusion of the children with special needs and using appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs.

5. Setting challenging and demanding expectations and promoting self-esteem and independence of pupils.

6. Assisting with the development and implementation of individual educational and / or behavioural plans and personal care programmes.

7.    Promoting the inclusion and acceptance of all pupils.

8. Encouraging pupils to interact positively with others / engage with teacher led activities.

9.    Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

10.  Undertaking structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.

11. Undertaking programmes linked to learning strategies, e.g. literacy and numeracy, and recording achievement and progress and feeding back to the teacher.

12.   Supporting the use of ICT in learning activities and developing pupils’ competence and independence in its use.

13.   Preparing, maintaining and using equipment / resources required to meet the lesson plans / relevant learning activity and assisting pupils in their use.

**Support the teacher by**

1.    Monitoring the needs of individual children and reporting these to their designated supervisor as appropriate.

2.    Assisting teaching staff in the planning and delivery of work programmes for individuals and groups of children. These programmes may be delivered in a supervised or unsupervised capacity.

3.    Supporting teaching staff in the liaison with outside agencies.

4.    Assisting the teaching staff in the smooth transition between educational phases.

5.    Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils’ work.

6.    Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and contributing to raising achievement.

  7.    Assisting with the planning of learning activities / lessons.

      8. Undertaking administrative tasks as necessary, such as photocopying.

9. Monitoring pupils’ responses to learning activities and accurately recording achievement / progress as directed.

10. Providing detailed and regular feedback to the teacher on pupils’ achievement, progress, misconceptions, struggles, etc.

11. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policies and encouraging pupils to take responsibility for their own behaviour.

12.   Establishing constructive relationships with parents/carers.

13.   Administering routine tests and undertaking routine marking of pupils’ work.

**Support the school by**

1.    Being aware of, and adhering to / working in line with, the school’s policies and procedures.

2.    Being aware of confidential issues linked to home/pupil/teacher/school work and keeping confidences as appropriate.

3. Keeping data secure and following all GDPR expectations.

4. Reporting any safeguarding concerns immediately to the relevant person.

5.    Attending relevant meetings as required.

6.    Participating in training and other learning activities and performance development as required.

7.    Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

8.    Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

9.    Behaving according to the Employees’ Code of Conduct, ensuring that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

10. Complying with all health and safety policies, organisational statements and procedures.

11. Taking a pro-active approach to health and safety matters in order to protect self / others.

12. Reporting any incidents / accidents / hazards promptly to the relevant person.

13. Carrying out any other duties of a similar nature related to this post that may be required from time to time.

**Safeguarding**

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post has a high level of contact with, and responsibility for, children.

You will be required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed, including two satisfactory written references. Following appointment, the employee will be subject to rechecking as required from time to time by the Academy.

 This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

<https://www.unison.org.uk/content/uploads/2018/04/24922.pdf>