

Job Description

Post Title: Teaching Assistant (Level 2)	Eden Academy Trust : Hexham Priory School		Office Use
Band: 3	Workplace: Hexham Priory School		JE ref S1426
Responsible to: Class Teacher/ Assistant Head Teacher/ Head Teacher	Date: March 2020	Manager Level:	
<p>Job Purpose :To work under the direct instruction of teaching staff, usually in the classroom with the teacher but also within other settings, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. To support pupils with a range of special needs including Profound and Multiple Learning Difficulties, Severe Learning Difficulties, Autistic Spectrum Conditions and Challenging Behaviour.</p>			
Support for pupils			
<ol style="list-style-type: none"> 1. To promote the safeguarding and welfare of children and young persons that you are responsible for or come into contact with 2. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives. 3. Supervise and support children in their safety and access to learning. 4. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child. 5. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children. 6. Encourage children to play and interact with one another. 7. Encourage children to engage in, and participate in learning activities lead by the class teacher. 8. To have challenging expectations that encourages children to act independently and build self-esteem. 9. Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher. 			
Support for the Teacher			
<ol style="list-style-type: none"> 1. Create and maintain a stimulating, safe and purposeful learning environment in line with lesson planning as provided by the class teacher. 2. Assist the class teacher with the planning of learning activities. 3. As directed by the class teacher: <ul style="list-style-type: none"> • Prepare the classroom prior to a lesson • Clear up after a lesson • Assist with the display of pupils' work 4. Report to the classroom teacher, as agreed, on: <ul style="list-style-type: none"> • Pupil problems • Pupil progress • Pupil achievements 5. Undertake the maintenance of pupils' records as directed by the class teacher. 6. Support the teacher in the management of pupil behavior, reporting difficulties as appropriate 7. Gather information from parents and carers as directed by the class teacher. 8. Establish constructive relationships with parents and carers. 9. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc. 			

10. Administer routine tests and invigilate exams.
11. Provide the classroom teacher with clerical and admin support, particularly:
 - Undertaking bulk photocopying
 - Word processing
 - Filing
 - Collecting money

Support for Curriculum and Learning

1. Support with planning, preparation and delivery of activities for small groups of young people under the direction of teacher.
2. Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses and needs
3. Support pupils to understand instructions
4. Support pupil learning with respect to all local and national learning strategies
5. Support pupils in their use of ICT as directed by the class teacher
6. Prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

Support for the School

1. Comply with all school policies relating to:
 - a. Health and Safety
 - b. Equal Opportunities
 - c. Child Protection and Safeguarding
 - d. Confidentiality and data protection.
2. Contribute and uphold the overall ethos, work, aims and values of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.
6. A willingness to work across the school as directed by Senior Management to support the needs and best interest of the pupils

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.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same

Work Arrangements

Transport requirements:	None
Working patterns:	Normal hours
Working conditions:	Mainly indoors

Northumberland County Council
PERSON SPECIFICATION

Post Title: Teaching Assistant (Level 2)	Director/Service/Sector: Children's Services	Ref: S1426
Essential	Desirable	Assess by
Knowledge and Qualifications		
Good numeracy and literacy skills; (GCSE grades A-C/5-9 or equivalent) NVQ 2 for Teaching Assistants or equivalent qualifications	Any other training commensurate with the role e.g., Makaton, PECS,	(a),
Experience		
Working with or caring for children of the relevant age	Previous experience of working with children or young people with special needs	(a), (i)
Working as a team member	Working in a school setting	
Skills and competencies		
<p>Good ICT skills and ability to use other types of learning technology:</p> <ul style="list-style-type: none"> • Photocopying • Interactive Whiteboards / Plasma Screens • I pads / Digital Camera • Word, Powerpoint, Publisher, Excel • Confident to use internet and Software • Understand online Safety <p>Understanding of codes of practice and recent relevant education initiatives;</p> <p>Understanding Confidentiality</p> <p>Ability to communicate effectively</p> <p>Basic understanding of child development</p>	<p>ICT Level 1 or equivalent</p> <p>Knowledge of behaviour management techniques and positive behaviour support.</p> <p>Appropriate first aid knowledge</p> <p>Moving and Handling Training</p> <p>Knowledge of communication approaches used with children or young people with learning disability</p>	(a), (i)
Physical, mental and emotional demands		
Can work as a member of a team, understanding their role in the classroom and associated responsibilities and use initiative effectively.		
Other		
Willingness to participate in learning and development Positive attitude Reliability	Evidence of having undertaken learning outside of the work place	(a), (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