



## Job Description and Person Specification

Job Title	<b>Teaching Assistant Level 2</b>
Grade	NJC Grade C (SCP 5-6)
Weeks per year	38 working weeks
Responsible to	Headteacher
Responsible for	N/A
Job Purpose	To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
Location	Your principle place of work will be the premises of the school to which you have been appointed but you may be required to work, either on a temporary or an indefinite basis, at any other location determined by the Trust, or at any school within the Trust.

### Main Duties and Responsibilities:

#### Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils 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 pupils 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 pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement / progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work

## GALILEO MULTI ACADEMY TRUST

*The Innovation Centre, Vienna Court, Kirkleatham Business Park, Redcar, TS10 5SH*

**Website:** [www.galileotrust.co.uk](http://www.galileotrust.co.uk) **Company Number:** 10700526

**Registered Country:** United Kingdom

- Provide clerical / admin support e.g. photocopying, typing, filing, money, administer coursework

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses
- Undertake programmes linked to local and national learning strategies eg literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### **Support for the school**

- 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 pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Show a duty of care and take appropriate action to comply with health and 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 must carry out their duties with full regard to all Trust policies including the Child Protection, Equalities and other relevant policies in terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. Safeguarding and promoting the welfare of children is everyone's responsibility. You will be required to safeguard and promote the welfare of children for who you have a responsibility or come into contact with, this include adhering to all specified procedures.

The post holder is required to comply with health and safety policy and systems, report any incidents / accidents / hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

**Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check**

ESSENTIAL			DESIRABLE	
	Attribute	Stage Identified	Attribute	Stage Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy / literacy skills</li> <li>• NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> </ul>	Application form Certificates	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> <li>• Training in the relevant learning strategies, eg literacy</li> </ul>	Application form Certificates
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age</li> </ul>	Application form References		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Use of other equipment technology – photocopier</li> <li>• Understanding of relevant policies / codes of practice and awareness of relevant legislation</li> <li>• General understanding of national / foundation stage curriculum and other basic learning programmes / strategies</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>	Application form References Interview		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Participate in development and training opportunities</li> </ul>	Application form		

R&C Borough Council JE Scheme I449

**All posts are subject to suitable pre-employment checks**