Job Title:	Level 2 Teaching Assistant
Job Grade:	Band 7 SCP 14 to 17
Contract:	Term Time plus 1 Week (47 week)
Reports To:	Multi-disciplined team, under the leadership and supervision of Teacher, and ultimately the Head Teacher.
Clearance Required:	Enhanced DBS

Job Purpose

Under the direction of the head teacher 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

Key Responsibilities and Accountabilities

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post:

Support the Pupil 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 interact with them according to their individual needs.
4.	Encouraging acceptance and inclusion of the children with special needs and use 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 promote self-esteem and independence of pupils.
6.	Assisting with the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
7.	Promoting the inclusion and acceptance of all pupils.
8.	Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

9.	Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
10.	Undertaking programmes linked to learning strategies e.g. literacy and numeracy and recording achievement and progress and feeding back to the teacher.
11.	Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
12.	Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assist 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 carrying out of home visits and in the liaison with outside agencies.
4.	Assisting the teaching staff in the smooth transition between educational phases.
5.	Creating and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
6.	Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and contribute to raising achievement.
7.	Assisting with the planning of learning activities / lessons.
8.	Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
9.	Providing detailed and regular feedback to the teacher on pupils' achievement, progress, problems etc.
10.	Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
11.	Establishing constructive relationships with parents/carers.
12.	Administering routine tests and undertake routine marking of pupils' work.

Support the School by

1.	Being aware of the schools policies and procedures.
2.	Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
3.	Attending relevant meetings as required.
4.	Participating in training and other learning activities and performance development as required
5.	Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

6.	Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
7.	Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.
8.	This post has a high level of contact with, and responsibility for, children.
9.	To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
10.	Carrying out your duties with full regard to the School's Equality Policy and Race Equality Scheme.
11.	Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

This Job Description is not definitive or exhaustive and outlines key responsibilities and accountabilities. Colleagues are expected to be flexible regarding their responsibilities and accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Qualifications	**Essential or Desirable**
NVQ Level 2 for Teaching Assistants or equivalent childcare related qualification.	E
GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent.	E
Applicable to Foundation Stage only: To work in Foundation Stage, you require one of the following: Level 3 ▪ Child Care & Education (CACHE) ▪ Early Years & Education (Welsh Medium) (CACHE) ▪ Btec National Cert in Early Yrs ▪ NVQ L3 in Early Years Care & Education ▪ NNEB plus CPD Evidence	E
Higher Level Teaching Assistant Status (HLTA)	D
Skills	**Essential or Desirable**
Ability to communicate both orally and in writing with a range of different audiences	E
Ability to self-evaluate learning needs and seek learning opportunities	E
Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	E
Ability to work in a team and independently	E
Ability to promote fairness and a positive role model to pupils	E
Motivation to work with children	E
Ability to form and maintain appropriate relationships and personal boundaries with children	E
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E
Suitability to work with children	E
Knowledge / Experience	**Essential or Desirable**
Recent work experience of working with children of relevant age in a teaching and learning environment	E
Understanding of classroom roles and responsibilities and Teaching Assistant's role	E
Experience of working with wide range of children including those with specific statements	E
Understanding of principals of child development and learning processes	E
Experience of lesson / activity planning with a teacher	E
Experienced / Trained First Aider	D

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE, the Trust carries out online searches on shortlisted candidates.