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| **JOB DESCRIPTION** |  |

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| **School:** The Castle School | **Grade: C**  **Salary Range: C3-5** |
| **Job Title:** Teaching Assistant Level 2 | **Responsible to: Class Teacher/ Head Teacher** |
| **JOB PURPOSE** | |
| * To provide practical support to the teacher/other teaching assistants and pupils * To consistently promote positive values, attitudes and behaviour * To ensure the safety and welfare of all pupils in line with our safeguarding policy * To support pupils in their learning and development in small groups or with individual pupils as directed * To help raise standards of achievement for all pupils * To encourage the social and emotional development of pupils * To encourage pupils to participate in all aspects of school life * To help pupils to become more independent | |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Working under the direction and supervision of a qualified teacher or Teaching Assistant:**  **Planning & Expectations**  **Working within schools policies and procedures to:**   * Promote equal opportunities for all pupils * To contribute to discussions, with the teacher, on the development of work programmes, work activities and support programmes for pupils * Contribute to the preparation of teaching resources and materials * Provide feedback to pupils and the teacher * To notify the designated lead for safeguarding of any concerns about pupils as they occur * To follow the school code of conduct at all times   **Teaching & Learning Activities**   * Communicate effectively and sensitively with pupils to support their learning * Promote and support the inclusion of all pupils in the learning activities in which they are involved * Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team * To assist with the supervision of, and encourage good behaviour amongst, pupils * Manage safely the teaching space and resources within the school * To work with individuals or small groups under the supervision of the teacher  Professional Values & Practice  * Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem * Respect pupils’ social, cultural, linguistic, religious and ethnic backgrounds * Be committed to raising the educational achievement of pupils * Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners * Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils * Work collaboratively with colleagues * Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary * To work with individuals or small groups under the supervision of the teacher  General  * To maintain a safe environment for pupils, staff and visitors to the school * Supervise pupils off site on school trips and other external visits * To provide welfare support for pupils  Additional Duties **Any other duties, which reasonably fall within the purpose of the post, and which, may be allocated by the Teacher/TA. This may include:**   * Collecting money * Chasing absences * Administer medication and other medical procedures after appropriate training has been given * Preparing class lists * Record keeping and filing * Produce classroom displays * Stock taking * Support to incoming pupils on work experience placements at the school * Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance * Analysing attendance figures * Supervise during the lunch break * Collate pupil reports * Administering and invigilating examinations * Prepared to work in all areas of the school (as workload dictates) under the direction of the management. * Any other duties as directed by the teacher * that is commensurate with the responsibilities of the role. This might include assisting children with personal cleanliness, dressing and undressing as appropriate |

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| **SCOPE OF JOB (Budgetary/Resource control, Impact)** |
| No direct budgetary responsibility |
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**PERSON SPECIFICATION**

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| **Job Title: Teaching Assistant Level 2** | **School: The Castle School** |
| **Reports to: Class Teacher** | **Location: Newbury, West Berkshire Council** |

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| **Key Criteria** | **E/D** | **Context** |
| Qualifications and Experience   * Relevant qualifications to include either GCSE English and Maths grades A to C or sub level 2 vocational qualification * Experience of working with children with special needs * Qualified First Aider | **E**  **D**  **D** | * The QCF level provides key guidance and training on working with children that is necessary for this role * All pupils within the school have SEN and experience of this is always encouraged * A qualified first aider is always useful within the school environment |
| Knowledge   * Knowledge of the Early Year’s curriculum or National Curriculum * Understanding of the child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities * Knowledge of the key factors that can affect the way a child learns * Awareness of and willing to promote the school’s social inclusion policies and practises | **D**  **E**  **E**  **E** | * To be able to confidently assist with the lessons and group sessions * It is essential that all staff are aware of child protection and bullying issues to ensure the safety of all pupils * Working at an appropriate level and pace to allow pupils to make maximum progress * To be able to ensure that all pupils are included as part of the school |
| Skills and Abilities   * Sound literacy and numeracy skills * Ability to make use of ICT to support pupils’ learning * Able to confidenty and competently apply knowledge and skills acquired from training into practical classroom context * Good planning and organisational skills * Ability to motivate and encourage pupils | **E**  **E**  **E**  **E**  **E** | * To be able to feedback to parents and teachers about the progress of a child * To be able to work inclusively with everyone * To ensure the children you work with in school, gain as much as they can from each task |
| Work Related Personal Qualities   * Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs * Professionally discreet and able to respect confidentiality * Flexible approach to tasks * Confident and able to use own initiative * Willingness to work as part of a team * Willingness to promote social inclusion policies and practices * Able to form effective relationships with colleagues and students, understand professional boundaries and demonstrate suitability to work with pupils | **E**  **E**  **E**  **E**  **E**  **E**  **E** | * At times there may be confidential discussions about children and their families that you are involved in, to better understand your role * Flexibility around the school may be required at any time * Working with other members of staff at all levels is a key requirement of the role to ensure the school runs smoothly * To ensure the post holder is able to demonstrate the appropriate suitability to work with children |
| Other Work Related Qualities   * Suitability to work with children * DBS check * Patient and resilient * Willing to attend training, including behaviour management training and implement actions * Able to manage the physical aspects of working with children with SEN (such as floor work, manual handling, standing for prolonged periods and toileting and changing) | **E**  **E**  **E**  **E**  **E** | * To ensure the post holder is able to demonstrate the appropriate suitability to work with children * The post holder will need to ensure that they are up to date with any necessary training for the role |