

## Job Description    **Teaching Assistant (Level 2)**

Start Date:                      October 2023

Responsible to:                Headteacher

Location:                        Heathlands Primary Academy

Grade:                            Grade 3, SCP 4-6 (£10.98 - £11.39 per hour)

Disclosure Level:              Enhanced Disclosure & Barring Service Check

### Job Purpose & Objectives

- To provide support for the teacher by preparing an effective learning environment establishing good relations with the pupil giving appropriate comfort and care as directed and linking this support through our Teaching and Learning and Behaviour Management Policy expectations.
- To assist the pupil to reach their full potential by maintaining a safe working environment.
- To provide care and support for the pupil by supporting learning through planned and differentiated activities.
- Supporting and supervising the child / children during lunchtime, if necessary.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### Main Duties & Responsibilities

- Select and prepare learning resources and materials and to carry out the learning activities under the guidance of the teacher. Prepare and adapt resources to meet individual needs. Check on availability and ensure supplies are available as agreed with the teacher.
- To clarify with the teacher, the objectives for literacy and numeracy development and the type of support to be given. Agree with the teacher on when support is needed by the pupil. Then agree and provide support to the pupil for follow up tasks.
- Select suitable ICT and practical resources and encourage their use by the pupil in learning activities.
- Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went. Offer constructive and timely suggestions as to the support you can provide to a planned activity and give constructive suggestions about possible difficulties for some pupils.
- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher.

- Check the availability and location of safety equipment and ensure safety in the learning environment.
- Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports, being aware of the targets set for the pupil through their IEP, offering input at the time of review if appropriate.
- Carry out administrative duties as required by the teacher in collecting and collating information, which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.
- Monitor behaviour attentively in order to defuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Observe behaviour patterns in the pupil and report concerns to relevant persons. Support individuals and groups in complying with behaviour targets the teacher has set. Demonstrate respect for others in interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/strategies.
- Provide comfort and immediate care for minor accident, upsets and ailments; provide personal care as required.
- Organise, escort and supervise the pupil with out of school activities.
- Undertake playground supervision of the children to maintain safety and monitor security of the grounds, if required.
- Undertake photocopying and printing as directed by the teacher.

#### **Supervisory / Managerial Responsibility**

- Non applicable

#### **Communication / Contacts**

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- The Deputy Head/SENCO will arrange meetings, as needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

#### **Career / Salary Progression**

- Professional development of the role is encouraged by the trust and the Headteacher will undertake to arrange this, where possible, on request.

### Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

## Person Specification Assistant Level 2

## Teaching

| Criteria              | Essential   | Desirable  |
|-----------------------|---|--|
| Qualifications:       | <ul style="list-style-type: none"> <li>• Qualifications working with children (CACHE level 2, NVQ level 2) or working towards this.</li> <li>• Educated to GCSE level in Maths &amp; English grade C and above</li> </ul>                             | <ul style="list-style-type: none"> <li>• Paediatric First Aid</li> </ul>   |
| Experience            | <ul style="list-style-type: none"> <li>• Experience of working with children in primary schools.</li> <li>• Experience of working in a team.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of following professional support plans for children.</li> <li>• Experience of supporting pupils with Autism Spectrum Disorder.</li> <li>• Experience of dealing with challenging behaviour</li> </ul> |
| Knowledge             | <ul style="list-style-type: none"> <li>• Knowledge of Safeguarding and procedures to keep children safe</li> <li>• Good numeracy and literacy skills</li> <li>• Knowledge of a range of behavior management and self-regulation strategies</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of attachment disorders.</li> </ul>   |
| Skills & Abilities    | <ul style="list-style-type: none"> <li>• Ability to work with individuals and small groups of children.</li> <li>• Ability to work with children on a 1:1 basis.</li> <li>• Ability to maintain confidentiality.</li> </ul>                           | <ul style="list-style-type: none"> <li>• Practical Skills</li> <li>• ICT and administrative skills</li> </ul>  |
| Qualities & Attitudes | <ul style="list-style-type: none"> <li>• Ability to work with and control children showing care and understanding.</li> <li>• Willing to undertake training as required.</li> </ul>   |  |
| Other                 |   | <ul style="list-style-type: none"> <li>• First Aid Certificate</li> </ul>  |

Whilst originally based at Heathlands Primary Academy, the post holder will be required to travel to other local sites, including other CLP schools.