



Job Description and Person Specification

Teaching Assistant Level 2

Job Description

Post Requirements

- To actively support our client's vision, ethos and strategic development. Identify personal performance targets in line with our client's staff development policy.
- Support students' learning, progress and achievement and record and report upon student progress, including details on attendance, attitudes to learning and additional needs.
- To ensure that learners are able to achieve, experience success and aspire to future learning and employment.
- To promote the inclusion and acceptance of all students within the learning environment.
- To implement agreed learning activities/assessments, adjusting activities according to student need.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate to meet the individual needs of the students.
- To undertake group supervision in the absence of the lead teacher, setting work previously prepared by the teacher
- Contribute to the development of learning and assessment materials.
- To attend meetings to contribute to the discussions about individual students.
- To communicate sensitively and effectively with parents/carers.
- To attend parents/carers' meetings as required, to lead and contribute to the discussions about individual student's progress.

- To provide general clerical and administrative support
- To set up equipment and resources ready for lessons
- To mark basic tests, as appropriate e.g. Reading Age tests
- Support the implementation of IEP's, Behaviour Plans, Risk Assessments and health care plans.
- To maintain a positive attitude, seeking to bring out the best in learners and having high expectations for all.
- Constantly strive to improve own performance and identify areas for self improvement, attending appropriate training.
- To keep own CPD record up to date.
- To undertake any other duties as deemed appropriate by the line manager and commensurate with the post.
- The ability to work flexibly as the school develops.

In addition to the above specific duties all staff are required to:

- Participate in Supervision and Performance Review.
- Promote and implement equality and diversity.
- Comply with legislation and adhere to the school's policies and procedures.
- Have due regard for safeguarding and promoting the welfare of children and young people.
- Contribute to the fulfilment of our client's vision, ethos and strategic plan.
- Participate in professional development and fulfil contractual obligations.
- Attend appropriate meetings, both within the school and as appropriate to your role.
- Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant

CRITERIA Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
Qualifications			
1	Good basic education to GCSE level in literacy and numeracy, or the equivalent	*	
2	NVQ Level 2 for Teaching Assistants or equivalent		*
3	Other relevant professional qualifications		*

Experience and Knowledge

4	Experience of working as a Teaching Assistant or equivalent experience of working with children and young people	*	
5	Developing knowledge of literacy and numeracy strategies	*	
6	Knowledge of a range of strategies to establish an effective learning environment and to promote positive behaviour for learning	*	

Competencies - Personal Qualities, Skills and Attitudes

- | | | |
|----|--|---|
| 7 | Ability to work flexibly and independently to support the learning and wellbeing of learners that attend the school | * |
| 8 | Ability to contribute to the review of students' progress, including liaising with other agencies as appropriate | * |
| 9 | Ability to communicate effectively and sensitively with students to support their learning | * |
| 10 | Ability and willingness to engage with the support of students post 16 where necessary | * |
| 11 | Ability to liaise sensitively and effectively with parents and carers, recognising their roles in students' learning | * |
| 12 | Ability to communicate effectively and develop professional relationships with internal colleagues | * |
| 13 | Ability to support the differentiation of learning resources to meet the individual needs of the students | |
| 14 | Ability to use Information and Communication Technology (ICT) | * |
| 15 | Ability to work effectively as a team member | * |
| 16 | Ability to reflect on own skills and knowledge, and to seek opportunities to develop | * |
| 17 | The imagination and creativity to contribute to the realisation of the our client's vision | * |
| 18 | The will to model the values of the school at all times. | * |

- | | | |
|----|--|---|
| 19 | A commitment to community cohesion and social inclusion | * |
| 20 | Personal resilience and determination to achieve the highest standards for yourself and others | * |