

JOB DESCRIPTION

Teaching Assistant Level 2	
Scale	F – Points 6 to 11
Hours	Hours to be agreed
Section	Support Staff
Responsible to	SENCO
Responsible for	This position has no direct responsibility for line management.

Job Purpose	To support the School, Senior Leadership team and SENCO by assisting teaching staff in the development and education process of students. In addition, assist teaching staff with students' care, support and supervision.
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Duties & Responsibilities	Working under the overall supervision of the responsible teacher, assist and support teaching and learning, working with individuals or groups and assist in providing for general care, safety and welfare of pupils.
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Curriculum support:

- Contribute to curriculum planning and evaluation; assist in implementation
- Assist in the introduction to the lesson and interact with the teacher and students as required
- Assist with intervention strategies where required

Support for students:

- Support individual or groups of students during independent or group work (e.g. explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus, supporting less able students, extending/challenging the more able, assisting in keeping students on task, interested, motivated and engaged)
- Act as a key worker where required
- Assist students in the development of communication skills.
- Offer support in such a way that the students work towards independence
- Support students in working towards targets on their Toolkits (IEPs)
- Assist in the personal, social and emotional development of students and in the development of self-esteem
- Monitor and provide for the general care, safety and welfare of students and liaise with appropriate members of staff
- Assist with the supervision of students, including accompanying small groups of students on short trips off the school premises, under the supervision of the responsible teacher, in accordance with an appropriate risk assessment and Local Authority guidance

Support to teacher:

- Monitor individual or group achievement of key objectives and feedback to the teacher
- Contribute to the assessment of students by teachers through observation and reporting
- Record information relevant to the assessment and review of students' progress
- Assist the teacher in devising and producing materials to meet the needs of the students.
- Assist in the preparation of general teaching materials
- Attend Toolkit (IEP) and statement review meetings, if appropriate
- Support the implementation of strategies to help manage student behaviour
- Undertake appropriate administrative tasks

School support:

- Have an up-to-date understanding of the role and responsibilities of a Level 2 post
- Understand the school's policies relevant to the specialist subject / support provided and how they relate to local and national frameworks / policies
- Liaise effectively with parents / carers, sharing and providing information relevant to the role
- Actively contribute and fulfill staff responsibilities to the school's responsibility to safeguard and promote the welfare and safety of children and young people
- Work effectively with all members of the school community to promote the school ethos, mission and values
- To meet all deadlines to ensure the effective running of the school
- Adhere to all relevant school policies
- There will be some duties including lunchtime supervision as part of this role and a willingness to undertake First Aid training as required.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade

PERSON SPECIFICATION

Training and Qualifications and Likely Abilities

- Hold a recognised and relevant NVQ level 2 qualification and have undertaken other appropriate training (preferably leading to national standards at NVQ level 3) or be able to demonstrate equivalent knowledge, experience and skills.
- Minimum GCSE (or equivalent) English and Maths at grades A-C Have good communication and listening skills and be able to present information verbally and in writing to others.
- Have experience of TA work. Have attended further training on aspects of the curriculum or areas of specific special need. Have good level of knowledge and understanding of at least one area of learning (eg . English, Maths, Science, EY).
- Understand school's policies and how they relate to local and national frameworks/policies (e.g. Child Protection, Health and Safety, Equal Ops, SEN).
- Can use ICT effectively to support learning and use other technology equipment.
- Can plan own work when required. Can transfer theory/training into practice.
- Can solve problems and can exercise initiative and independent action.

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES