

**JOB DESCRIPTION**

**Job Title:** Teaching Assistant - Level 2

**Responsible To:**  School Manager (Primary) Class Teacher (Secondary)

**Responsible For:** N/A

**Grade:** Scale 4

PURPOSE To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**MAIN DUTIES AND RESPONSIBILITIES**

**Support for Students**

• Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.

• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

• Establish constructive relationships with students and interact with them according to individual needs.

• Promote the inclusion and acceptance of all students.

• Encourage students to interact with others and engage in activities led by the teacher.

• Set challenging and demanding expectations and promote self-esteem and independence.

• Provide feedback to students in relation to progress and achievement under guidance of the teacher.

• To work in a multi-disciplinary team environment and to carry out individual teaching/therapy programmes at the direction and discretion of the class teacher.

• Provide a stimulating environment in which all students can achieve their potential.

• To assist and partake in the implementation of water-based activity.

• To implement personal care programmes at the direction and discretion of the class teacher.

• To act as a keyworker for one or more students in accordance with school guidelines Dress appropriately for PE activity including removing shoes as directed when in appropriate learning environment.

**Support for Teachers**

• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students’ work.

• Use strategies, in liaison with the teacher, to support students to achieve learning goals.

• Assist with the planning of learning activities.

• Monitor students’ responses to learning activities and accurately record achievement/progress as directed.

• Provide detailed and regular feedback to teachers on students achievement, progress, problems etc.

• Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

• Establish constructive relationships with parents/carers.

• Contribute to analysis of assessment and other student data.

• To work within the school’s behaviour support policy to promote independence, self control and an appropriate educational environment for the whole school.

• To ensure that whole-school gatherings maintain an appropriate sense of occasion and order.

• Administer routine tests and invigilate exams and undertake routine marking of students’ work.

• Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

• To take responsibility for named areas within the class e.g. ICT link staff member.

**Support for the Curriculum**

• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.

• Support the use of ICT in learning activities and develop students’ competence and independence in its use.

• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

• Undertake display work within the class and across the school. Support for the School

• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

• Contribute to the overall ethos/work/aims of the school.

• Appreciate and support the role of other professionals.

• Attend and participate in relevant meetings as required.

• Act as an ambassador for The Michael Tippett School and to promote its positive work.

• Participate in training and other learning activities and performance development as required.

• Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.

• Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

• To implement the Council’s Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council’s service.

• To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

• To undertake such other duties that may be required to meet the needs of the service.

**PERSONAL SPECIFICATION**

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| Experience | • Working with or caring for children of relevant age. Qualifications  • Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this or in anticipation of this process.  • Training in the relevant learning strategies e.g. communication.  • Experience in working with secondary aged students with complex needs.  • Experience in working with young people.  • First aid training/training as appropriate.  • Ability to relate well to young people and adults.  • Track record of values driven work. |
| Knowledge & Skills | • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier.  • Understanding of relevant polices/codes of practice and awareness of relevant legislation.  • General understanding of adapted national curriculum and other basic learning programmes/strategies.  • Basic understanding of child development and learning.  • Ability to self-evaluate learning needs and actively seek learning opportunities.  • Ability to relate well to children and adults.  • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |