

Unity of Titchmarsh, Warmington and Nassington Schools



Job Description – Level 2 Teaching Assistant

Pay Range D (3-4)

Duties

The duties are taken from NNC's Job Family Profile (Job Reference 1382)

WORKING IN THE ENVIRONMENT:

Providing Personal and Welfare Care

1. Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.

Supporting Pupils in the Learning Environment:

1. Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils. Intimate care support may also be required;
2. Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, ICT)
3. Assist with the supervision of pupils and planning of activities out of lesson times (for example at lunchtimes, before and after school) to enhance service delivery and encourage structured and positive play.

Providing clerical and other support to service users:

1. Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, money, administering coursework);
2. Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements;
3. Administer routine tests and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum.

Preparing and maintaining the classroom environment and resources:

1. Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support predefined learning activities to meet the needs of pupils and the curriculum;
2. Prepare, maintain and use equipment and resources required to meet lesson plans / learning activities to meet the needs of pupils and the curriculum.

WORKING WITH PEOPLE:

Developing the team:

1. Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.

Building professional relationships:

1. Build and maintain positive professional working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.

WORKING WITH RESOURCES:

Monitoring outputs and levels of resources:

1. Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum;
2. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

WORKING WITH INFORMATION:

Reviewing pupils' performance:

- 1 Monitor, feedback and record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.

GDPR Compliance

All staff should ensure:

- They are familiar with the requirements of safe data handling and GDPR;
- They password-protect any devices they use that can be accessed by others;
- They only save data to be taken out of school on encrypted data sticks;

- They are mindful about safe use of data: ensuring a clear desk policy, ensuring PCs or other equipment are not left unattended so that others can access information;
- That key information is locked away;
- That, if working from home, that data is not stored on shared devices that can be easily accessed by non-school staff;
- That displays and other information visible cannot lead to the breaching of personal data;
- That they ensure that confidential documents are sent with a password protect facility and any confidential discussions are held in suitable areas of the school.

Other duties and responsibilities

Undertake any reasonable additional duties as directed by the Executive Headteacher/Head of School.

Job holders may frequently attend to personal, hygiene and medical care needs throughout the normal working pattern and therefore be exposed to unpleasant substances.

TEACHING ASSISTANT - PERSON SPECIFICATION

Attributes	Essential	Desirable
Education	NVQ level 2 or equivalent	Level 3 qualifications Willingness to apply for Higher Level Teaching Assistant Qualification
Experience	Proven experience of working with or caring for children of relevant age	Training in literacy and numeracy and experience of settling pupils effectively General understanding of the national curriculum and other basic learning programmes Willingness to work in a range of key stages. Experience of working with EAL pupils.
Skills	Appropriate level of literacy and numeracy skills Appropriate ICT and keyboard skills Appropriate level of data protection, security and confidentiality awareness.	Evidence of mentoring, supporting pupil needs and behaviour support roles at a level appropriate to the role Basic knowledge of first aid
Achievement	Understanding of strategies to raise attainment of children with a range of SEN and higher achievers.	Experience of working with children with a range of learning needs. Experience of ensuring challenge for higher achievers.
Interpersonal and communication skills	Calm and positive approach. Ability to communicate effectively orally and in writing. Able to use ICT effectively.	
Education and Philosophy	A positive and energetic attitude. A desire to fulfil every child's potential.	
Equal Opportunities	Commitment to equality of opportunity. Commitment to race and gender equality and social inclusion.	Understanding of corporate equalities standards and diversity issues and impact in immediate work area.