



Teaching Assistant Level 2

Job Role:	Teaching Assistant Level 2
Location:	St Michael's Church of England Academy, St Michael's Road, Crosby, L23 7UL
Salary:	Grade D, SCP 5-6, 31.75 hours per week, term time only £24,790 pa to £25,183 pa pro rata (pay award pending) Approximate salary range: £18,403 pa to £18,695 pa
Contract:	Permanent
Reports to:	SENDCo & Assistant SENDCo

Job Focus

St Michael's Church of England Academy are seeking to appoint a creative, committed, enthusiastic individual, who is keen to make a difference in the lives of young people. The main purpose of the role is to work with and supervise individuals and groups of children under the direction of teaching and senior staff, enabling access to learning for all pupils, and providing assistance and support in classroom management and behaviour techniques.

This is an exciting time to join the Academy as we are part of the All Saints Multi Academy Trust. The Trust is committed to improving, accelerating and enabling ambitious life goals amongst all young people in their academies.

Core Responsibilities & Tasks

- To maintain good order and behaviour for learning among students, both on the Academy premises and when engaged in authorised activities elsewhere.
- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs, ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs, ensuring their safety whilst supporting access to learning activities
- Provide support for personal care for individual pupils as required
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Liaise with parents and outside professionals, under the direction of the line manager
- Have a good understanding of the needs of students and be able to adapt their support to meet students' needs

Support for the Teacher

- Establish constructive relationships with parents/carers
- Create and maintain a purposeful and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress, and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested and provide administrative support
- Administer routine tests and invigilate exams
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy





Support for the Curriculum

- Undertake agreed learning activities, taking into consideration pupil learning styles
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Be able to support the child's needs to ensure they can access the curriculum in a SEND friendly way by using specific strategies that meets the child's needs. Use of Quality First Toolkit to support learning

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist in the specific medical and care needs of children when training has been undertaken
- Complete Appointed First Aid at work Training as required
- Assist with the supervision of pupils out of directed lesson time; supervise at break, lunch and during examinations
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Corporate Responsibilities

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS Check will be requested on successful application to a position at the Trust.





Person Specification

Qualifications and Experience	Essential	Desirable	Source
Minimum 2 years experience of working with and/or caring for children within specified age range or NVQ II or equivalent in teaching assistance		D	A/I
Willingness to participate in relevant training and development opportunities	E		A/I
Training in special educational needs strategies		D	A/I
Willingness to undertake appointed person certificate in first aid administration	E		A/I
Skills & Abilities	Essential	Desirable	Source
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E		A/I
Ability to build effective working relationships with all pupils and colleagues	E		A/I
Ability to promote a positive ethos and role model positive attributes	E		A/I
Effective communication between home and school	E		A/I
Good personal numeracy and literacy skills	E		A/I
Shows a commitment to their own learning and takes responsibility for their own professional development	E		A/I
Can set challenging and ambitious targets within the subject to further raise current levels of student attainment	E		A/I
Knowledge and understanding	Essential	Desirable	Source
General understanding of national curriculum and other basic		D	A/I
General awareness of inclusion, especially within a school setting		D	A/I
Experience of resources preparation to support learning programmes		D	A/I
Effective use of ICT to support learning	E		A/I
Understanding of other basic technology		D	A/I
Personal Attributes	Essential	Desirable	Source
Places the welfare and safety of children at the heart of their practice.	E		A/I
Has a passion for education and seeing young people succeed in a positive, safe and enjoyable climate.	E		A/I
Has the ability to be forward-thinking and innovative.	E		A/I
Has high aspirations for students beyond typical expectations.	E		A/I
Has a record of reliability and integrity.	E		A/I
Demonstrates fairness and honesty.	E		A/I
Has self-confidence in their ability to succeed; maintaining energy and enthusiasm in challenging situations.	E		A/I

