



<b>Role Title</b>	Teaching Assistant Level 2
<b>Band</b>	Band E (SCP 8-11)
<b>Job Reference</b>	
<b>School</b>	Stanley School
<b>Main Purpose of the Role</b>	
<ul style="list-style-type: none"> <li>To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.</li> </ul>	
<b>Core Responsibilities and Tasks</b>	
<p><b>1. Support for Pupils</b></p> <ul style="list-style-type: none"> <li>To have regard for the safety and well-being of the pupil at all times</li> <li>To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model</li> <li>To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.</li> <li>To encourage inclusion within the classroom</li> <li>To encourage pupils to interact with others and engage in activities led by the teacher</li> <li>To assist in the supervision of pupils on outings or visits</li> <li>To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)</li> </ul> <p><b>2. Support for Teachers</b></p> <ul style="list-style-type: none"> <li>To receive instruction from teachers regarding the daily/weekly programme of activities and events</li> <li>To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision</li> <li>To be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers</li> <li>Provide administrative and clerical support e.g. record keeping, photocopying, filing etc.</li> <li>To assist in the display of pupils' work to reflect their achievement</li> <li>To assist with tasks within the school's assessment procedures</li> <li>To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence</li> </ul> <p><b>3. Support for the School</b></p> <ul style="list-style-type: none"> <li>To attend appropriate staff meetings as required</li> <li>To be aware of all Health &amp; Safety issues</li> <li>To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher</li> <li>To assist with the general supervision of children during break times and/ or lunch breaks when required</li> <li>To be a proactive member of the school and class team</li> <li>To attend relevant professional development, in order to update knowledge</li> <li>To promote the policies and ethos of the school</li> </ul> <p><b>4. Support for the curriculum</b></p>	

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies
- To support pupils in using basic ICT as directed
- To set out and prepare equipment, indoors & outdoors

### GENERAL

Teaching Assistants may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

### Additional Information

#### Safeguarding

Post holder will be subject to enhanced DBS check and;

- be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people
- to ensure that the Headteacher is made aware and kept fully informed of any concerns which they may have in relation to safeguarding and / or child protection

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Head teacher.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ2 for Teaching Assistants, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in development and training opportunities</li> <li>• Evidence of further related training or interests</li> <li>• First aid training as appropriate</li> <li>• Training in the relevant learning strategies, e.g. literacy</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children in an educational setting</li> <li>• Experience of working with children having a range of special needs including pupils who may display some challenging behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils with PMLD</li> <li>• Knowledge and experience of other complex health needs.</li> </ul>
<b>Knowledge, Skills &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team, understand classroom roles and responsibilities and own position with these roles</li> <li>• Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to use other equipment technology</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>