Job Description

Date	**June 2014**
Post Title	**Teaching Assistant - Level 2**
Post No.	
Grade	**Grade 3**
Section	**Education**
Service Area	**Resourcing, Support and Coordination**
Service Grouping	**Lifelong Learning and Leisure**
Responsible To	**Headteacher**

Job Purpose

A classroom assistant who will support the class teacher in the undertaking of his/her duties. The main focus for the support will be supporting children with additional learning needs.

Key Results Areas

1. To assist with the educational and social progress of pupils under the guidance of the teacher, at the direction of the Headteacher, including:

(a) to keep total confidentiality about pupils, parents and staff;

(b) assisting with pupils 'basic skills' development;

(c) to keep an effective planning file including records of appropriate school policies;

(d) providing stimulation to pupils in play and other activities;

(e) preparation of wall displays and classroom materials;

(f) maintenance of books, toys and equipment;

(g) assisting with organisation and neatness of the classroom (but not general cleaning);

(h) assisting with classroom and outdoor activities, music, drama, PE, recreation and educational visits etc;

(i) liaison with parents, other staff and other agencies as necessary.

2. To assist with the physical care and welfare of pupils, including:

(a) caring for ill children, including accompanying such children home (you will require business insurance);

(b) provide first aid support for children and support for children with special medical needs;

(c) toileting and cleansing of children, as necessary, including oversights of toilets and bathroom during the day and cleaning of spillages etc;

(d) taking part in lunchtime supervision;

(e) monitoring and recording and assisting with children's progress, including identification of child abuse or neglect;

(f) assistance with fire drill, safety procedures etc;

(g) to work unsupervised on administration tasks out of 'teaching time'.

Qualifications and Experience

Experience of working in a school environment supprting children with additional learning needs would be an advantage.

Supervisory Responsibilities

Supervision of children during outdoor play and lunchtime.

Supervision Received

Teacher
Headteacher

Principal Contacts

Pupils
School Staff
Headteacher
SENCO

Special Conditions

Disclosure and Barring Service Disclosures

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job Requirement

Date **June 2014**

Post Title **Teaching Assistant - Level 2**

Service Area **Resourcing, Support and Coordination**

Requirement	Essential or Desirable	How Tested **(S)** used at Shortlisting
Education/Qualifications/Knowledge		
1.1 CACHE level 2/3 Study for a childcare qualification or similar qualification.	D	Application form
1.2 Good standard of education and spoken English/Welsh	D	Application Form and Interview
Experience		
2.1 Working in a school environment	D	Application Form
2.2 Simple administration duties	D	Application Form
2.3 Supporting children with additional learning needs	D	Application Form and Interview
Aptitudes and Skills		
3.1 Very good Communication Skills, both written and spoken	E	Application Form and Interview
3.2 Ability to work as part of a team	E	Application form and Interview
3.3 Ability to work with children 1:1 and small groups	E	Application form
3.4 Able to work unsupervised	E	Application form
3.5 Ability to support teachers in the production of high quality resources	E	Application Form and Interview
Personal Attributes		
4.1 Ability to supervise pupils outdoors and at lunchtime, providing stimulating play experiences	E	Application Form and Interview
4.2 You will be flexible and enjoy the variety of tasks involved during the day	E	Application Form and interview

Circumstances

5.1	Attendance at staff meetings and training sessions.	E	Application Form (S) and Interview

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Equal Opportunities

6.1	Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	E	Interview

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