Job Description

Date	**September 2005**
Post Title	**Teaching Assistant - General (Level 2)**
Post No.	
Grade	**Grade 3**
Section	
Service Area	**Resourcing, Support and Coordination**
Service Grouping	**Lifelong Learning and Leisure**
Responsible To	**Headteacher**

Job Purpose

To work under the instruction and guidance of teaching and or members of the school leadership team.
To support individuals and groups of pupils to enable access to learning.
To assist the teacher in the management of pupils within the classroom and beyond.

Key Results Areas

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the learning and development of all pupils, including the implementation of Individual Education/Behaviour Plans and Personal Care programmes - including toileting, feeding and mobility.
- Following training, administer medication in accordance with the procedures for LEA and school policies.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils 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 pupils in relation to progress and achievement under guidance of the teacher.
- Apply strategies to encourage independence and self-confidence.
- Provide effective feedback to pupils in relation to programmes and recognise and reward achievement.

Support for the Teacher

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
- Liaise with the teacher to share short-term planning and specific learning objectives for: identified groups, individuals, whole class.
- Monitor pupils' responses to learning activities and undertake pupil record keeping as requested.
- Establish routines to ensure regular and effective feedback is given to the teacher in respect of pupils' progress towards targets for learning.
- Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning.
- Administer routine tests and invigilate exams.
- Fulfil clerical and administrative tasks as required, e.g. photocopying, collecting Money, filing, administer course work, distributing letters to parents.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years, ICT, assessment for learning.
- 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 agreed teaching programmes and learning activities, and assist pupils in their use.
- Liaise sensitively and effectively with parents, carers as agreed with the teacher.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.

Support for the School

- Be aware and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required, including staff meetings
- Participate in training and other learning activities and professional review as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher.

Qualifications and Experience

5 GCSEs grades A - C / NVQ 2 for Teaching Assistants or equivalent qualification in a relevant discipline e.g. RNIB, BSL Level 1 qualification
Previous experience of working with or caring for children of relevant age
Good numeracy/literacy skills.
Basic understanding of child development and learning

Supervisory Responsibilities

None

Supervision Received

Head Teacher/Deputy Head/Teacher/Classroom Teacher as appropriate

Principal Contacts

Head Teacher
Deputy HeadTeacher
Classroom Teachers
Other Support Staff
Pupils
Parents

Special Conditions

Criminal Records Bureau 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 Criminal Records Bureau Disclosure. Further information about Criminal Records Bureau 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 **September 2005**

Post Title **Teaching Assistant - General (Level 2)**

Service Area **Resourcing, Support and Coordination**

Requirement	Essential or Desirable	How Tested **(S)** used at Shortlisting
Education/Qualifications/Knowledge		
1.1 5 GCSEs grades A - C / NVQ 2 for Teaching Assistants or equivalent qualification in a relevant discipline e.g. RNIB, BSL Level 1 qualification	E	Application Form (S)
1.2 Good numeracy/literacy skills.	E	Application Form(S) / Interview
1.3 Basic understanding of child development and learning	E	Application Form (S) / Interview
1.4 General understanding of national/foundation phase, curriculum 14-19 pathways, and other basic learning programme/strategies as appropriate for age group.	D	Application Form / Interview
1.5 Training in relevant strategies to support learning.	D	Application Form
1.6 First aid qualification.	D	Application Form
Experience		
2.1 Previous experience of working with or caring for children of relevant age	E	Application Form (S) / Interview
2.2 Experience of working with pupils with additional needs.	D	Application Form / Interview
2.3 Experience of working within a school	D	Application Form / Interview
Aptitudes and Skills		
3.1 Ability to effectively use ICT packages to support learning	E	Application Form (S) / Interview
3.2 Ability to use relevant equipment/resources and basic technology.	E	Application Form (S) / Interview
3.3 Knowledge of relevant policies/codes of practice and awareness of relevant legislation.	E	Interview

3.4	Good verbal and written communication skills and ability to relate well to children and adults.	E	Application Form (S) / Interview
3.5	Work constructively and flexibly as part of a team, understanding school roles and responsibilities.	E	Interview
3.6	Ability to identify own training and development needs and participate in on-going training.	E	Interview

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Personal Attributes

4.1	Ability to deal calmly with different situations as they arise	E	Interview
4.2	Develop good relationships with pupils, parents and staff	E	Interview
4.3	Understand and respect the principles of confidentiality	E	Interview

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Circumstances

5.1 None

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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