



GREAT SANKEY HIGH SCHOOL

Teaching Assistant Level 2 JOB DESCRIPTION & PERSON SPECIFICATION





GREAT SANKEY HIGH SCHOOL

JOB DESCRIPTION

Teaching Assistant Level 2

Core Purpose: To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

Key Responsibilities:

SUPPORT FOR THE PUPIL

- 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 dependant upon their individual needs ensuring their safety whilst supporting access to learning activities.
- 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.

SUPPORT FOR THE TEACHER

- Provide minimal clerical/administration support (e.g. photocopying, typing filing, collecting money etc) – if required.
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Support the learning of students in lessons as directed by class teachers, including small group teaching.
- 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 if required.
- Administer routine primary 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.
- Establish constructive relationships with parents/carers.

SUPPORT FOR THE CURRICULUM

- Support staff and students by signposting the use of specialist aid / resources / equipment for students' needs, as guided by the SENDCo.
- Undertake structured and agreed learning activities/learning programmes, 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.

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 with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Develop positive working relationships with students and their families in order to provide advice, training and guidance.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for Teaching Assistant Level 2

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded. [A] Qualifications

Qualification requirements	Essential	Desirable	Source
3 GCSEs A-C or equivalent.			AF
NVQ II or equivalent in teaching assistance (or minimum 2 years relevant experience)	X		AF

[B] Experience

	Essential	Desirable	Source
Minimum 2 years experience of working with &/or caring for children within specified age range/subject area)		X	AF/I
Experience of working within an educational setting		X	AF/I
Experience of resources preparation to support learning programmes			

[C] Knowledge/Understanding

	Essential	Desirable	Source
General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)	X		AF/I
General awareness of inclusion, especially within a school setting		X	AF/I
Effective use of ICT to support learning	X		
Understanding of other basic ICT technology – video, photocopier	X		AF/I

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Requirement to complete Dfes Teacher Assistant Induction Programme	X		AF/I
Willingness to participate in relevant training and development opportunities	X		AF/I
Demonstrate high expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.	X		AF/I
Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	X		AF/I

Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	X		AF/I
Able to improve their own practice through observations, evaluation and discussion with colleagues.	X		AF/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)