



Job Description & Person Specification Teaching Assistant Level 2

Job Description

Job Title:	Teaching Assistant Level 2
Pay Grade / Scale / Range:	NJC SCP 14-21 £16,231- £19,742 + SEN (£1,215). <i>(Full time - full year salary)</i> See appropriate advert for actual salary
Benefits & Perks:	Flexible Working
Working hours:	36 hours 40 minutes & 14 hours 10 minutes per week Term Time only + 1 week. Ability to work the hours needed to meet all the demands of the job.
Location:	Initially based at the Roman Road or Fitton Hill sites. You may be required to work at any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Head of School
Staff responsible for:	None
Accountable to:	Executive Principal
Probationary period:	6 months

New Bridge Group

Teaching Assistant Level 2

Purpose of the post

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils who typically have Statements of Special Educational Needs and/or Statements of Social, Emotional and Behavioural Difficulties. To assist the teacher in the management of pupils and work may be carried out in the classroom or outside the main teaching area.

KEY TASKS – Support for Pupils

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
2. Supervise and support pupils to undertake agreed learning activities / programmes linked to local and national curriculum and personal learning strategies across the key stages relevant to your setting.
3. Adjusting activities according to pupil responses and needs, particularly to take account of their Statements of Need and how their needs may vary on different days.
4. To ensure safety, welfare and personal care are attended to with dignity, empathy and respect. The pupils may also need assistance to access different areas of the school. Following appropriate training, administer first aid to pupils in line with school procedures.
5. To support the pupils with eating and drinking, following feeding and swallowing training appropriate to the pupil who is being supported.
6. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher.
7. Promote self-esteem and independence amongst pupils.

KEY TASKS – Support for Teachers

8. Establish constructive relationships with parents and carers, promoting the School's home/school liaison policy.
9. Assist the teacher with the preparation of teaching and learning materials and resources. Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
10. Provide detailed feedback to teachers on pupils' achievement, progress, problems etc. as requested.
11. Undertake pupil record keeping as requested, and assist with the collation of pupil

reports as requested by the teacher, which may involve data inputting.

12. Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
13. Assist with the display of pupils' work.
14. Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required.

KEY TASKS – Support for the School

15. Promote good pupil behaviour, dealing promptly with conflicts in line with School behaviour policies, e.g. the use of Team-teach.
16. To support others within the classroom and the School, contributing to the achievement of School objectives by working as part of a team.
17. Assist with activities outside the classroom, working as part of a team to oversee pupils and support Activity Leaders, e.g. Breakfast Club or accompanying to swimming lessons.
18. To transport pupils to enable them to access a broad and balanced curriculum and ensure clear relationships between home/school liaison. (Following specific training and appropriate checks on own vehicle and insurance)
19. 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 a teacher.

Standard Duties

1. To work across the New Bridge Group if required.
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the school.
4. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
5. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
7. To attend and participate in relevant meetings as appropriate.
8. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school

Responsible to: Head of School

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	<p>NVQ 2 for Teaching Assistants or equivalent qualification or experience</p> <p>Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework</p> <p>Completion of Department for Education Teacher Assistant Induction Programme (or to complete within first term)</p> <p>Willingness to undertake training in relevant learning strategies e.g. literacy/ Key Stage 3</p>	Team-teach training	AF / I AF / I AF / I AF / I
Experience	<p>Working with, volunteering or caring for children and young people of a relevant age to those within the New Bridge Multi-Academy Trust</p> <p>Early Years post only: Supporting children within a Primary school who present with Autism</p> <p>Part time & Year7/Year 8 post only: Working with children or young people who present with Autism</p> <p>Experience of working with learning resources and helping with their preparation to support learning programmes</p> <p>Experience of effectively using ICT and other technology and resolving straightforward problems in their operation</p>		AF / I AF/I AF/I AF / I AF / I

Skills & Abilities	<p>Interpersonal skills to build effective working relationships with pupils and colleagues</p> <p>Communication skills to liaise sensitively and effectively with parents and carers</p> <p>Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these</p> <p>To promote a positive ethos and good role model</p> <p>To continually improve own practice/knowledge through self evaluation and learning from others</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF/I</p> <p>AF / I</p>
Knowledge	<p>Basic understanding of a child/ young person's development and learning.</p> <p>Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role</p> <p>General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies</p> <p>Understanding of equal opportunities and an awareness of potential barriers children/young people may have around learning</p> <p>Understanding of how safeguarding and confidentiality are important when working with children and young people</p>	<p>Knowledge of a Community language, e.g. British Sign Language, Urdu</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Work circumstances	<p>To work flexibly as the workload and needs of the students demand</p> <p>To travel and work at other site within the New Bridge Group as</p>		<p>I</p> <p>I</p>

	may be required Occasional out of hours working to support school functions		I
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Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview

