

JOB DESCRIPTION

TEACHING ASSISTANT LEVEL 2

Organisational information:

Responsible to: SENDCO

Functional links : Pupils and parents; outside agencies; teaching and support staff throughout school.

Main Purpose of Job:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Main Responsibilities / Accountabilities:

- To support students in the classroom, or school HUB and assist with delivery of curriculum
- To assist with group activities within and away from the classroom
- To assist with the assessment of children's progress.
- To assist with meeting medical, personal social and behavioural needs.
- To follow the relevant procedures for ensuring that information and data is collected and recorded.

Job Activities: *The postholder will carry out the duties of a Teaching Assistant (Level Two)*

- Support the ethos of the school and follow school routines and procedures.
- Undertake a programme of induction and attend in-service training within and outside school as directed by the Headteacher.
- Be aware of, and maintain, confidential issues as required.

Under the direction of the teacher and/or line manager to:

- Assist in the planning and delivery of designated areas of the curriculum.
- Support pupils in accessing and understanding lesson objectives and key knowledge.
- Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including ICT.
- Support the implementation of the school's behaviour policy.
- Support the teacher in the assessment, recording and reporting of pupils' progress.
- Participate in the planning, delivery and evaluation of JMHS SEND plans and EHC plans with the teacher and SENDCO.
- Promote the self-esteem, progress and independent learning of children.
- Provide regular feedback to the teacher and, where relevant, the SENDCO on the participation and progress of pupils.
- Contribute to reviews of children's progress as required.
- Facilitate the inclusion of children with special educational needs and their access to the curriculum.
- Support, as directed, links between home and school.
- Liaise, as directed, with other professionals to support children's needs.
- Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time.
- Participate in general school activities including assembly, break and lunchtime supervision, sports day, school visits etc. as required.
- Be aware of and promote children's general welfare and follow the school's health and safety procedures.
- Carry out other duties as directed by the Headteacher or SENDCO.
- To undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Undergo review of duties and responsibilities according to the school's schedule.

This job description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

PERSON SPECIFICATION
SEND TEACHING ASSISTANT LEVEL 2

	ESSENTIAL	METHOD OF ASSESSMENT
Experience	Experience of working with children in an educational or social care environment, such as a Level 1 or 2 Teaching Assistant (or equivalent).	Application form Interview
Qualifications	Certificate in Learning Support, pastoral care, or social care (or an equivalent qualification). English and Maths at GCSE grades C (or equivalent).	Certificates
Training	Willingness to undertake further training as appropriate	Application form Interview
Skills and Abilities	Ability to: • work effectively within a team; • work flexibly within the school; • maintain a calm but authoritative manner with pupils; • relate well to pupils, parents and staff; • develop high quality learning resources under the direction of the teacher; • accurately record and report on pupils' progress; • follow and apply the teacher's instructions and clearly explain these to pupils; • Effectively use ICT (e.g. email, Internet, adapting worksheets etc.).	Application form Interview References
Other Factors	Commitment to working with young people. Willingness to work in support of the inclusive ethos of the school. A thorough understanding of an adults' role in safeguarding young people DBS clearance at Enhanced Level. Willingness to participate in extra-curricular activities.	Application form Interview References