**Teaching Assistant Level 2**

**Job Profile**

**JOB DESCRIPTION – Admin Officer**

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| Job Purpose | To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups. This could include those requiring specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.  |
| Reporting to: | Headteacher, SENCO, Class Teacher, HLTA |
| Responsible for – Staff | N/A |
| Liaising with: | All of the above plus premises' staff, teaching and support staff |
| Disclosure Level: | Enhanced |
| Grade of post: | Grade 5 (point 6-11) |

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| **Job Outline** |
| **Support for Pupils*** Use specialist (curricular/learning) skills/training/experience to support pupils;
* Assist with the implementation of EHCPs and pupil passports.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations;
* Promote the inclusion and acceptance of all pupils within the classroom;
* Support pupils consistently whilst recognising and responding to their individual needs;
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities;
* Promote independence and employ strategies to recognise and reward achievement of self-reliance;
* Provide feedback to pupils in relation to progress and achievement.
* Supervise pupils on visits, trips and out of school activities as required

**Support for the Teacher*** Use specialist (curricular/learning) skills/training/experience to support pupils;
* Assist with the implementation of EHCPs and pupil passports
* Establish productive working relationships with pupils, acting as a role model and setting high expectations;
* Promote the inclusion and acceptance of all pupils within the classroom;
* Support pupils consistently whilst recognising and responding to their individual needs;
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities;
* Promote independence and employ strategies to recognise and reward achievement of self-reliance;
* Provide feedback to pupils in relation to progress and achievement.

**Support the Curriculum*** Implement teacher agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs;
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use;
* Help pupils to access learning activities through specialist support;
* Prepare and maintain general and specialist equipment and resources
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| **Other Specific Duties** |
| * To work within the vision and values of the Trust.t
* Take a shared responsibility for your own continuing professional development by participating

 in a range of appropriate professional development opportunities.* To participate in the staff performance management process in accordance with the Trust’s

 policy and be responsible for self-motivation towards agreed targets.* Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
* Contribute to the overall ethos/work/aims of the school;
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*The job description encompasses the above statements, but the SEND TA2 should be willing to undertake any other tasks that the Headteacher/SENCO might reasonably require*

**Person Specification / Selection Criteria**

**Teaching Assistant**

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| **A. A .Experience** | **Essential** | **Desirable** | **Source**A = ApplicationI = InterviewR = ReferencesT = Task/ObservationP = Presentation |
| Experience working with children of relevant age | E |  | A, I,  |
| Experience of working with children with a range of SEND | D |  | A,I |

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| **B. Training, Skills and Qualifications** | **Essential** | **Desirable** | **Source** |
| Good numeracy/literacy skills; | E |  | A |
| NVQ 2 for Teaching Assistants or equivalent qualification  | E |  | A |
| Training in the relevant strategies or a willingness to undertake training as required. | E |  | A, I |
| Willingness to undertake appropriate training eg. First aid, positive handling | E |  | A |

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

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| **C. Knowledge and Understanding** | **Essential** | **Desirable** | **Source** |
| Can use ICT effectively to support learning; |  | D  | A, I |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation including safeguarding, child protection & health and safety; | E |  | A, I |
| Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies; |  | D | A, I |
| Understanding of principles of child development and learning processes; |  | D | A, I |
| Ability to self-evaluate learning needs and actively seek learning opportunities; |  | D | A, I |
| Ability to relate well to children and adults. | E |  | A, I |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | E |  | A, I |

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

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| **D. Personal Skills, Abilities and Competencies** | **Essential** | **Desirable** | **Source** |
| The ability to remain calm and work well under pressure | E |  | A, I |
| Excellent communication skills | E |  | A, I |
| A commitment to promoting the health and well-being of children | E |  | A, I |
| Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide. |  | D | A, I |
| Ability to work under supervision and as part of a team but on occasions in isolation | E |  | A, I |
| Ability to organise self, prioritise and communicate with others in team | E |  | A, I |
| Willingness to be flexible and adaptable as determined by the needs of the school/Trust | E |  | I |
| To show commitment to sustain excellent attendance at work | E |  | I,R |
| Ability to work additional hours where required |  | D | I |
| Willing to support the Christian ethos of the school. | E |  | I |

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| **E. Additional SEN Requirements** | **Essential** | **Desirable** | **Source** |
| Dealing with complex behaviour/emotional needs; |  | **D** | A, I |
| Dealing with complex physical, health care and personal needs, including moving and handling and competence training for carrying out medical procedures for individual children; |  | **D** | A, I |
| Support complex sensory needs; |  | **D** | A, I |
| Attend appropriate in service training as required to address the complex needs of the pupils; | E |  | A, I |

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| **F. Legal Issues** | **Essential** | **Desirable** | **Source** |
| Legally entitled to work in the UK | E |  | A, I |

September 2024