

JOB DESCRIPTION

Job Description: Teaching Assistant – Level 2	Reporting To: SEND Manager
Job Purpose: To assist and support the teaching of students within the school.	
Key Responsibilities	
General: <ul style="list-style-type: none">• Works under the direction and guidance of a teacher.• Understands lesson objectives.• May be involved in lesson planning.• Works within wider legislation framework, e.g. national curriculum, health and safety, child protection.• Facilitates participation and learning, helping to build confidence and self-esteem, so that all students, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.• Ensures students’ equal access to learning and development.• Must comply with legislation and school policies relating to discrimination.• Must promote anti-discrimination practices in all interactions with students and colleagues.• Demonstrates and promotes an understanding and appreciation of difference in personal characteristics, belief system and cultures.• Encourages and promotes independent learners.• Provides opportunities for pupils to demonstrate self-reliance and responsibility.• Must adhere to the need for confidentiality of information at all times.• Takes responsibility for maintaining and improving personal skills, knowledge and experience.• Developing an understanding of the specific needs of the student(s) to be supported taking into account the type of support involved.• Undertaking activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development, by for example;<ol style="list-style-type: none">1. clarifying and explaining instructions;2. ensuring the student is able to use equipment and materials provided;3. assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, the use of ICT, social skills and EAL4. helping students to concentrate on, and finish work set;5. meeting the physical needs of pupils as required whilst encouraging independence;6. liaising with the class teacher and SENCO about individual needs7. developing appropriate resources to support the student(s)• Assisting teaching staff (and other professionals as appropriate) in the planning of support and behaviour programmes for individual and groups of students.• Participating in the implementation and evaluation of the support programme.• In conjunction with the class teacher (and other professionals as appropriate) developing a system of recording student progress.• Contributing to the review of students’ progress either verbally, in writing or through attendance at review meetings, as appropriate.• Contributing to the assessment process with the teacher.• Carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, writing short reports concerning individual students.• Assisting students to change for PE and swimming.• Deal with the personal care and comfort of students as required in relation to welfare, health, hygiene, toileting, dressing, feeding and mobility.• Providing regular feedback about the student(s) to the class teacher or line manager.• Meeting with teachers or Heads of House on a regular basis to discuss issues relevant to the area in order to improve practice in the whole area.• Supporting teaching staff in the development of home/school links.• Assisting in the smooth transition of students between educational phases.	

- Carrying out administrative tasks i.e. photocopying, writing short reports concerning individual students.
- Administering personal care, therapy programmes, or minor first aid (where trained), assisting in the dispensation or administration of medically prescribed controlled drugs, and assisting with students who are sick.
- Assisting with lunch and break time supervision of students on a rota basis.
- Helping with educational visits and outings.
- Attending staff meetings, teacher training days, and courses as appropriate.
- Support the use of specialist equipment and procedures including, moving and handling to meet a child's individual needs.
- Administer first aid (where trained) and assist with students who are sick.
- Maintain confidentiality with due regard to data protection.
- Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.

Specific:

- Carry out other reasonable tasks from time to time as directed by the SEND Manager.
- The post holder will be expected to work within the schools' policies and procedures.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The key competencies and behaviours commensurate with this post are identified overleaf.

General Information:

- *The job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the Executive principal, appropriate to the remit.*
- *The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.*
- *The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.*
- *The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.*
- *The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.*
- *To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018*
- *To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)*



Ethical Leadership Qualities Competencies and Behaviours



Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	<ul style="list-style-type: none"> • Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	<ul style="list-style-type: none"> • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	<ul style="list-style-type: none"> • Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.

