**JOB DESCRIPTION : TA 2**

**Department** Childrens Services

**Job Title** Teaching Assistant Level 2

**Grade** Grade D Point 16 – 21

FTE £19,171 - £21, 166

**Primary Purpose of the Job** Provide support for teaching and learning in the school setting

**Responsible to** Principal

**Principal Responsibilities** Provide support for teaching and learning activities.

Contribute to children’s development and safeguarding.

Provide support to develop the learning environment.

**MAIN DUTIES**

* Provide support for learning activities across a range of key stages and in a range of environments.
* Support children’s development (e.g. physical, emotional, social, communication and intellectual development needs).
* Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
* Encourage children’s positive behaviour.
* Contribute to positive relationships with children and adults through communication and interaction.
* Provide effective support for colleagues.
* Support English and Maths activities.
* Support the use of information and communication technology for teaching and learning.
* Use information and communication technology to support pupils’ learning.
* Observe and report on pupil performance.
* Provide displays.
* Escort and supervise pupils on educational visits and out-of-school activities.
* Contribute to maintaining pupil records.
* Contribute to monitoring and maintaining curriculum resources.
* Invigilate tests and examinations.
* Support children and young people’s play.

**ORGANISATIONAL COMPETENCIES**

**Valuing Diversity**

To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy.

**Caring for Customers**

To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school/setting community and do what needs to be3 done to meet their needs. To inform your manager about what the school/setting community say in relation to the school/setting.

**Develop Yourself and Supporting Others**

To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others.

**Health and Safety**

To operate safely within the workplace with regard to Health and Safety Legislation.

**Confidentiality**

An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information.

**Energy Efficiency**

To promote energy efficiency throughout the workplace and within own area of activity.

**Date Job Description Prepared/Updated May 2019**

**Job Description Prepared By H Hafeji**

**PERSON SPECIFICATION**

**Department** Children’s Services

**Job Title** Teaching Assistant Level 2

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| Selection Criteria | Essential |
| * Qualifications and training | * Holder of, working towards or willing to work towards an NVQ Level 2, BTEC Level 2 or equivalent in Teaching Assistant or Supporting Teaching and Learning Schools. |
| * Professional values, skills and knowledge | * Ability to support the teacher in planning, delivering and e Knowledge and understanding of strategies relating to inclusion, praise, assistance, rewards and sanctions, to use when supporting pupils’ learning. * Knowledge and understanding of English and Maths strategies and resources. * Knowledge and understanding of ICT materials, sources of information and advice, and how to adapt the use of ICT for pupils of different ages, needs and abilities. * Ability to listen and observe children/young people and share observational findings effectively. * Ability to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour accordingly. * Ability to praise and encourage children/young people according to their age, needs and abilities. Ability to deal sensitively with challenging behaviour (in line with setting/school policy and procedures). Act as a role model for positive behaviour. * Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils. Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners. * Ability to become an effective member of staff. Ability to work effectively with colleagues and other practitioners. Ability to take an active role in developing own skills and expertise. * Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities. * Ability to operate ICT resources safely and effectively as a learning resource. Ability to access and use learning programmes and information. * Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response. * Value people equally, supporting an inclusive ethos. |
| * Valuing Diversity and Equality | * Listen, support the diverse contributions made to the school/setting without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity and inclusion can improve our ability to deliver better services and reduce disadvantage. * Listen and respond to customer need. Network with others to develop services for the benefit of the school/setting community. * Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example. * Ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk. * Acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information. * Be aware of the energy efficiency issues in own area of work and throughout the organisation. |