



THE KEYS FEDERATION ACADEMY TRUST

'Unlocking Each Child's Potential'

The Keys Federation Multi-Academy Trust is a values-led organisation comprising of Christian and community schools. All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.

JOB DESCRIPTION – Level 2 Teaching Assistant

Main purpose of the role

Under the direction of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and classroom.

To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required

As an employee within The Keys Federation, staff may be required to work at any school within the Federation.

Reporting to: Teachers/senior staff – teaching and non teaching

Liaising with: Pupils, teachers, senior staff, parents/carers, visitors to the school

Salary Scale: Grade 3

DBS Disclosure Level: Enhanced

Professional Responsibilities

To supervise and provide particular support for pupils, ensuring their safety and access to learning activities

To assist with the development and implementation of Individual education/behaviour plans and personal care programmes

To establish constructive relationships with pupils and interact with them according to individual needs

To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom

To promote the inclusion and acceptance of all pupils

To encourage pupils to interact with others and engage in activities led by the teacher

To provide feedback to pupils in relation to progress and achievement under guidance of the teacher

To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

To assist with the planning of learning activities

To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

To provide regular feedback to teachers on pupils' achievement, progress and problems

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

To provide clerical/admin support, for example photocopying, collection of money, displays

To undertake exam/test invigilation/support if required.

To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed

To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

Contribute to the overall ethos/work/aims of the Federation and its schools including participation in school events outside of working hours.

To sign and uphold the Federation's Code of Conduct.

Be aware of and support the difference and ensure all pupils have equal access to opportunities to learn and develop.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Keys Federation expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

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 Federation's policy and be responsible for self motivation towards agreed targets.

To undertake Paediatric First Aid and Safeguarding Training as per the school training cycle

The job description encompasses the above statements, but the Level 2 Teaching Assistant should be willing to undertake any other tasks that the CEO, Director of Academy Excellence or Principals might reasonably require

Signed Post Holder

Name Post Holder

Date

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PERSON SPECIFICATION – Level 2 Teaching Assistant

ESSENTIAL SKILLS/QUALIFICATIONS

NVQ L2 or evidence of equivalent QCF credit value or higher or a comparable level of experience

Good level of literacy & numeracy to NVQ L2 or equivalent

Willingness to undertake further relevant teacher assistant training

Experience of working and interacting with children of a relevant age and or learning need

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

Knowledge of the national/foundation stage curriculum and other basic learning programmes

Understanding of relevant policies, codes of practice and awareness of relevant legislation

Basic understanding of child development and learning processes

Basic knowledge of how to use ICT to support learning

Knowledge of basic Health and Safety

Understanding of how to use relevant equipment/resources

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to communicate with and relate well to pupils and adults

Ability to work under supervision and as part of a team

Ability to work in accordance with the schools health and safety policies

Ability to deal with minor injuries

Ability to work as part of a team

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the schools and Federation

Willingness to be flexible and adaptable as determined by the needs of the schools and the Federation

Legally entitled to work in the UK

