

Academy:	Wardle Academy
Section:	Associate Staff
Location:	Birch Road, Wardle, Rochdale, OL12 9RD
Job Title:	Teaching Assistant – level 2
Grade/Range/Salary:	TA2: scp 14 to 17, £16,781 to £17,772 per annum, pro rata
Hours:	32 hours 30 minutes per week, term time only
Accountable to:	Headteacher, SEN Co-Ordinator, Teachers
Accountable for:	N/A
Special Conditions of Service:	<p>All posts require enhanced DBS clearance prior to appointment. Requirement to undertake First Aid Training and provide first aid cover as necessary.</p> <p>Ability to attend occasional meetings out of school hours.</p> <p><u>When required</u></p> <p>Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring.</p> <p>Providing hygiene care to pupils</p> <p>Lifting and carrying equipment as required.</p>

Wardle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisational Chart:

HEADTEACHER
SEN Co-Ordinator
Teaching Assistant

PURPOSE AND OBJECTIVES OF THE ROLE

To act as a responsible adult and assist with the supervision, personal care, welfare and keeping safe of individuals and/or groups of children and their environment under the direction/instruction of teaching and/or senior staff, inclusive of assisting with resources and basic classroom management techniques to support their learning.

To be committed to safeguarding and promoting the welfare of children and young people.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self.

Safeguarding

Fulfill responsibilities and obligations in relation to the safeguarding of children.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Teaching resources including audio visual and computer equipment.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Wardle Trust.

Equality and Diversity

To work in accordance with Wardle Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Wardle Trust's Appraisal Framework.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Teaching Staff
Associate Staff
Students
Parents
Visitors
Contractors

Values and Behaviours (ASPIRE)

ACCOUNTABILITY - Aiming for excellence, taking responsibility and being answerable for actions.

STRENGTH – Having the courage to take risks, be innovative and embrace change.

PASSION – Enjoying an enthusiasm for learning and living.

INTEGRITY – Knowing and doing what is right regardless of influence.

RESPECT – Valuing and caring for the environment, self and others.

ENDURANCE – Maintaining efforts in order to maximise success.

Wardle Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

PRINCIPAL DUTIES

It is expected at Level 2 that the postholder will work under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan to enable access to learning which will be in addition to undertaking the core duties outlined in the Level 1 job description.

1. Help to keep children safe by:
 - preparing and maintaining a safe and hygienic environment
 - dealing with accidents, emergencies and illness
 - supporting the safeguarding of children
 - encouraging children's positive behaviour
2. Provide support for learning activities by:
 - supporting the teacher in planning learning activities
 - supporting the delivery of learning activities
 - supporting the teacher in the evaluation of learning activities
 - promoting independence
3. Support children's development by:
 - contributing to the development of children physically, emotionally and socially and the associated skills
 - contributing to children's communication and intellectual development
 - contributing to planning to meet children's development needs
4. Support literacy and numeracy development by:
 - supporting pupils to develop their reading, writing skills, speaking/talking and listening skills
 - supporting pupils to develop numeracy skills and to use and apply mathematics
5. Support the use of information and communication technology for teaching and learning by:
 - preparing and supporting the use of ICT resources for use in teaching and learning
6. Use information and communication technology to support pupils' learning by:
 - undertaking the preparation of ICT to support pupils' learning
 - supporting pupils' learning through
7. Observe and report on pupil performance to inform the teacher's assessment and planning
8. Prepare and maintain the learning environment by:
 - preparing the learning environment and learning materials for use
 - monitoring and maintaining the learning environment and resources

9. Promote positive behaviour by:
 - implementing agreed behaviour management strategies
 - supporting pupils in taking responsibility for their learning and behaviour
10. Develop and promote positive relationships by:
 - interacting with and responding to children and adults
 - developing positive relationships with children and adults
 - communicating effectively with children and adults
 - supporting children in developing positive relationships
11. Provide effective support for your colleagues by:
 - maintaining working relationships with colleagues
 - developing your effectiveness in a support role
12. Support the development and effectiveness of work teams by:
 - contributing to effective team practice
 - contributing to the development of the work team
13. Reflect on and develop practice by:
 - reflecting on own professional practice
 - taking responsibility for and participating in continuing professional development
14. Support children's play and learning by:
 - participating in activities to encourage communication and language
 - providing opportunities for children's drama and imaginative play
 - encouraging and supporting children to be creative in physical play
 - creating a range of play opportunities to children
 - supporting children's rights and choices in play
 - encouraging children to explore and investigate
15. Contribute to supporting bilingual/multilingual pupils by:
 - contributing to the development of skills of bilingual/multilingual pupils in the target language
 - supporting bilingual/multilingual pupils during learning activities
16. Support a child with disabilities or special educational needs by:
 - supporting a child with disabilities or special educational needs by providing care and encouragement
 - providing support to help the child to participate in activities and experiences
 - supporting the child and family according to the procedures of the setting

In addition, the role may possibly include: -

17. Contribute to moving and handling individuals by:
 - preparing children, environments and equipment for moving and handling
 - enabling children to move from one position to another

18. Support individuals during therapy sessions by:

- preparing and maintaining environments, equipment and materials prior to, during and after therapy sessions
- supporting individuals prior to and within therapy sessions
- observing and providing feedback on therapy sessions

19. Invigilate tests and examinations by:

- preparing to run tests and examinations
- implementing and maintaining invigilation requirements

Secondary Duties

- To attend and participate in meetings as required
- To participate in programmes of training as a trainee and when required as a trainer facilitator.
- To undertake training to provide First Aid cover as required.
- Ensure that the School's commitment to public orientation and care of customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



Wardle Trust Person Specification

Academy :	Wardle	Post:	Teaching Assistant – level 2
Section :	Associate Staff	Scale:	TA2

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from both paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
To possess minimum GCSE English and Mathematics at Grade A*- C, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics, or equivalent	E	AF/Check certificates
Level 2 qualification QCF (or NVQ prior to 2010) in Teaching and Learning	E	AF/Check certificates
Skills, Experience & Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF/I
Ability to build effective working relationships with all pupils and colleagues	E	AF/I
Understanding of and willingness to use basic technology, eg: computer, photocopier, etc to support learning	E	AF/I
Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E	AF/I
Ability to work within the schools ethos and role model positive attributes	E	AF/I
Experience of working with and/or caring for children	E	AF/I
Knowledge and understanding of how ICT can support learning	E	AF/I
Awareness and understanding of Secondary school curriculum	E	AF/I
Awareness of, and commitment to, inclusion in a school setting	E	AF/I
Basic awareness of inclusion, especially within a school setting	E	AF/I
The ability to communicate effectively and sensitively with children, young people and colleagues, to work effectively within a team environment.	E	AF/I
The ability to organise and manage learning activities in ways which keep children safe	E	AF/I
The ability to actively encourage and motivate children to advance their learning	E	AF/I

Values and Behaviours		
<p>Approach the job at all times using the values and behaviours of the ASPIRE ethos:</p> <p>ACCOUNTABILITY - Aiming for excellence, taking responsibility and being answerable for actions.</p> <p>STRENGTH – Having the courage to take risks, be innovative and embrace change.</p> <p>PASSION – Enjoying an enthusiasm for learning and living.</p> <p>INTEGRITY – Knowing and doing what is right regardless of influence.</p> <p>RESPECT – Valuing and caring for the environment, self and others.</p> <p>ENDURANCE – Maintaining efforts in order to maximise success.</p> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
Special Working Conditions		
Improve own knowledge and practice by participating in professional reviews and display commitment to continual professional development	E	AF/I
The ability to recognise and respond appropriately to situations that challenge equality of opportunity	E	AF/I
Be committed to working within the schools policies and procedures and adhering to safe working practices	E	AF/I
Ability to attend occasional meetings out of school hours.	E	AF/I
<u>When required:</u> Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring.	E	AF/I
Providing hygiene care to pupils	E	AF/I
Lifting and carrying equipment as required	E	AF/I
Successfully complete an annual online safeguarding training module	E	AF/I