

JOB DESCRIPTION

SCHOOL:	Bridgewater High School
POST TITLE:	Teaching Assistant (Level 2)
GRADE:	Grade 4 SCP 10 - 13 (£13,263-£13,926 actual salary)
REPORTS TO:	SENDCo/Lead Practitioner for Inclusion
RESPONSIBLE FOR:	N/A

Primary Purpose and Scope of the Job

To work with and supervise individuals and groups of children under the direction or instruction of teaching and/or senior staff. They will enable access to learning for all pupils taking into account individual learning needs and provide assistance and support in classroom management and behaviour techniques.

JOB PROFILE

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Provide personal care as required by the pupil's needs.

SUPPORT FOR THE TEACHER

- Provide minimal clerical/administration support (eg photocopying, typing, filing)
- Assist with the display of student's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine tests and invigilate exams as requested
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.

- Establish constructive relationships with parents/carers.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Level 2 Teaching Assistant

	Essential	Desirable
Knowledge Skills and abilities		
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	√	
Ability to build effective working relationships with all pupils and colleagues	√	
Ability to promote a positive ethos and role model positive attributes	√	
Ability to work with children at all levels regardless of specific individual need	√	
Good personal numeracy and literacy skills	√	
General understanding of basic learning programmes/techniques (within 11-16 age range)	√	
General awareness of inclusion within a school setting	√	
Effective use of ICT to support learning	√	
Understanding of other basic IT technology		√
Understanding of Autistic Spectrum Disorder		√
Experience		
Minimum 2 years experience of working with and /or caring for children within the 11-16 age range or NVQ II or equivalent in Teaching Assistance preferably within an educational setting	√	

Experience or resources preparation to support learning programmes		√
Experience of working with pupils aged 11-16 in an educational environment		√
Experience of providing personal care to individual students		√
Qualities		
Well organised and able to work to deadlines	√	
Willingness to participate in relevant training in the literacy/numeracy strategy	√	
Willingness to participate in SEN strategies and training	√	
Willingness to undertake appointed person certificate in first aid.	√	
Good communication skills	√	
Enthusiastic, positive and friendly with a 'can do' attitude.	√	
Reliable and trustworthy.	√	
This post is subject to an Enhanced DBS check		

