

## **JOB DESCRIPTION**

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| <b>POST TITLE</b>                      | Teaching Assistant Level 2  |
| <b>GRADE</b>                           | 3   |
| <b>SPINE POINT</b>                     | 12 – 17   |
| <b>LINE MANAGED BY</b>                 | SENCO.<br>In conjunction with the BUSINESS<br>MANAGER.  |
| <b>RESPONSIBLE FOR</b>                 | n/a   |
| <b>WORKING WITH</b>                    | AHT Inclusion.<br>SENCO.<br>Other teaching and support staff.                                       |
| <b>HOLIDAY AND<br/>SICKNESS RELIEF</b> | By and for other admin support staff.   |
| <b>PURPOSE OF JOB</b>                  | To provide support to the students and<br>thereby raise pupil standards and<br>attainment in class. |

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The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

To be responsible for providing pupil support to the standards required by the academy and appropriate external bodies. Duties will include, but not be limited to:

#### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of SEN Support Plans.
- Establish constructive relationships with pupils and parents/ carers and interact with them according to individual needs
- To act as a keyworker to individual or groups of students.
- Promote the inclusion and acceptance of all pupils
- Support pupils to engage and interact with others and in take part in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and develop independent learning
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### **SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning outcomes
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- 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
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

**SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching interventions adjusting activities according to pupil responses
- Undertake interventions linked to local and national learning strategies e.g. literacy, numeracy etc.
- 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 SCHOOL**

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

**TEAM RESPONSIBILITIES**

All education support staff at Silverdale are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time.

