Coastal Learning PARTNERSHIP

Job Description Teaching Assistant (Level 2)

Start Date:	As soon as possible
Responsible to:	Headteacher
Location:	Wareham St Mary CE Primary School
Grade:	Grade 5, SCP 4-6 (£13.48 - £13.92 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of an individual pupil or group of pupils and the classroom who may have particular requirements or EHCP. You are required to supervise children during the lunch hour as part of the lunchtime team.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.
The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Promote and reinforce the self-esteem of pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Work with teaching staff in the planning of work programmes for individuals and groups of pupils.
- Delivery of work programmes for individuals and groups of pupils, including without the supervision of the class teacher as appropriate.
- Be aware of pupil needs / progress / achievements and report to the teacher as agreed.
- Undertake pupil record-keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather / report information from / to parents / carers as directed.
- Provide clerical / administrative support e.g. photocopying, typing, filing, collecting money etc.
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.

- Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Occasionally there may be a requirement to physically lift pupils for safety or care needs.
- Where necessary attend to a pupil with soiled clothing.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Supervisory / Managerial Responsibility

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Communication / Contacts

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious but where the outcome may not be straightforward.
- The Deputy Headteacher will arrange meetings, as needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Deputy Headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head of School (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head of School

Coastal Learning PARTNERSHIP

Person Specification Teaching Assistant Level 2

Criteria	Essential	Desirable
Qualifications:	• 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience	• Qualification in Early Years practice or Teaching Assistant (e.g. NVQ 2/3)
Experience	• Working with or caring for children of a relevant age in an educational setting	• Supporting pupils in achieving individual targets and where appropriate, more specialised knowledge in specific curriculum areas • Working within policies, guidelines and rules to apply a range of strategies related to learning activities, behaviour and care • Appropriate knowledge of first aid or willingness to train • SEND training/ Speech & Language. This might include: PEICD Makaton PECS
Professional Knowledge	• Good numeracy and literacy skills • Good IT skills • Excellent evaluation and monitoring skills • Understanding of the principles of Safeguarding and how this may apply to the role	• Working with or caring for children with special educational needs • Delivering individual support plans • Sound knowledge of children with complex needs.
Professional skills & abilities	• Able to work constructively as part of a team • Able to relate well to children and adults • Able to respond sensitively and flexibly to competing demands from pupils • Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)	• Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers
Physical skills & abilities	• Able to cope with personal hygiene needs and respond appropriately to pupils	• Able to exert moderate physical effort; crouching or bending when working with pupils

Whilst originally based at Wareham St Mary CE Primary School, the post holder may be required to travel to other local sites, including other CLP schools.