

Job Description for post of: Level 2 Teaching Assistant



Grade 4 (7 – 12)
£24,294 - £26,421 FTE (pay award pending)
32.5 hours, 38 weeks + 5 INSET days
Full-time permanent from September 2024

Main purpose of the job

To provide general support in the management of students and the classroom.
To work under the direction and instruction of appropriate teaching staff to support access to learning for students and enable their progress, having full regard for the school's ethos, aims and policies:

- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a teacher's professional position
- Work pro-actively and effectively in collaboration and partnership with learners, parents and carers, governors, colleagues and other professionals in the best interests of students
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Key duties and responsibilities

Responsible to the Class Teacher and Senior Leadership Team for providing support to students, the Class Teacher, the curriculum and 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 students have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post

Support for Students

- Attend to the students' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters
- Supervise and provide support for students, including those with special needs, ensuring their safety and access to learning
- Assist with the development and implementation of Individual Education Plans and behaviour plans
- Establish constructive relationships with students and interact with them according to their individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the Class Teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

- Willingness to undertake Key Working training and responsibilities associated with this role

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement and progress as directed
- Provide regular and detailed feedback to teachers on students' achievement and progress
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents and carers
- Provide clerical and administration support e.g. photocopying, typing, filing, collecting money

Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist students in their use

Other

- To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality
- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Head Teacher consistent with the grade of the post and the experience of the Post holder

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

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

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete his form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All part of the application form must be completed.

This job description may be reviewed at any time via consultation between the Governing Body and/or Senior Leadership Team Representatives and the postholder as may be necessary and appropriate to the needs of the school. Trade Union representation will be welcomed in any such consultations.