



Job title:	Teaching Assistant - Level 2
Salary:	Scale 2
Line manager:	Senior Teaching Assistant, Class Teacher, Lead Practitioner
Supervisory responsibility:	None (Apart from assisting in work familiarisation of new members of staff, students and volunteers).
Hours:	Full time/Part Time/Other

INTRODUCTION

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation.

PRIME OBJECTIVES OF THE POST

- To work under the specific supervision of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils to promote effective teaching and learning for pupils who have complex needs and multi barriers to learning.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom ensuring appropriate support for each pupil dependant on their individual planned needs.
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters, (including transfers between equipment, toileting, feeding) and to carry out moving and handling transfers to support pupils access to the classroom and curriculum.
- To use behaviour management strategies including Team Teach in line with the school's policy and procedures which contribute to a purposeful learning environment for pupils appropriate to their age and special needs.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome barriers to learning, including physical, sensory, emotional and behavioural difficulties.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To have shared responsibility with all school staff for the provision, storage, care and maintenance of equipment and materials throughout the school and to report any defects or health and safety issues to a member of SLT.
- To maintain a high level of professionalism at all times in line with the Staff Code of Conduct.
- To participate in an annual performance management meeting as determined by the Headteacher and set mutually agreed targets.



RESPONSIBLE TO

The post holder is directly responsible to Senior Teaching Assistant, Class Teacher, Phase Leader

MAIN DUTIES AND RESPONSIBILITIES

Support for pupils

1. To work under the specific supervision of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils to promote effective teaching and learning for pupils who have complex needs and multi barriers to learning.
2. To support working relationships with the pupils, acting as role models and setting high expectations.
3. To support pupils learning in the most effective way through the delivery of specific learning programmes working under the direct supervision of the class teacher or other professionals. (Speech and Language, Dance etc.)
4. To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters following Calderdale Moving and Handling procedures.
5. To encourage pupils to interact with others and engage in activities led by the teacher which may include participating in physical activities with the pupils including support at swimming.
6. To have knowledge of complex special needs and are able to use appropriate programmes such as Sign language and Team Teach.
7. To recognise that pupils may have communication difficulties and to be able to use alternative communication techniques if required (AAC, intensive interaction, intervener, symbols, signing) after receiving appropriate training.
8. Ensure that you are a strong, positive role model for pupils and other staff and that you maintain professional working relationships and communication with colleagues.

Support for the teacher

9. As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate
10. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
11. To work on displays following consultation with the teacher.
12. To provide feedback to the class teacher and to other professionals both verbally and written.
13. To contribute towards record keeping; particularly in respect of pupil learning, behaviour management, child protection, medical and any other specific programmes set up for specific pupils.



14. To be aware of and follow the planning of work and activities.
15. To provide general clerical support to the teacher including photocopying, laminating, ICT support.

Support for the school

16. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the appropriate named person.
17. To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and/or others.
18. To attend relevant meetings and participate in training opportunities and professional development as required.
19. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
20. To prepare for and accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils and their individual needs under the supervision of the teacher.
21. To assist with the supervision of pupils out of lesson time but during the school day within contracted hours as necessary for their safety (playtimes, trips, inclusion, swimming).
22. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties.
23. To be able to follow the programme of medication for individual pupils as required following training from the school nurse and under the direction of the teacher.
24. To adhere to school health and safety policy including risk assessment and safety systems.
25. To adhere to school policy on equality and diversity.
26. To interact with and respond positively and professionally to pupils and adults including colleagues, other professionals and parents/carers.
27. To work effectively as a team member being aware of and providing support to colleagues when needed.
28. To respect the confidentiality of all pupils and the school community by using the school protocols for sharing information.

Support for the curriculum

29. To support the use of basic literacy, numeracy and ICT skills within learning activities.
30. Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.



Bi-lingual support (If applicable to role)

31. Work under the guidance of the Senior Leadership Team and class teachers to support bi-lingual pupils in the classroom.
32. Under the direction and support of the Senior Leadership team and class teacher support assessments for bi-lingual pupil's particularly new arrivals writing clear and accurate notes.
33. To communicate as appropriate with staff and parents/carers regarding the learning needs of bi-lingual pupils.
34. To provide support to bi-lingual pupils learning in the most effective way both in English and their home language where appropriate.

Safeguarding

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

The successful candidate will be subject to an Enhanced Disclosure & Barring Service background check.

School Vision

At Highbury we work towards a very simple but important aim that during their time at school every child will shine. We want every child who attends our school to have the skills and confidence they need to have a valued voice, to keep themselves safe from harm, to make positive choices and to understand their worth and the contribution they can make to the world.

We want all of our children to feel part of a proud community of pupils, staff and parents who advocate for one another and break down barriers and misconceptions.

We do not limit our influence to the Highbury community and we aim to share our expertise and experiences with other practitioners and partners across Calderdale in order to ensure that the Highbury vision becomes a shared one.

Review

This Job Description will be subject to review and may be amended at any time after consultation with the post holder.



Highbury School Person Specification

Post Title: Teaching Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PRACTICAL INTELLECTUAL SKILLS AND QUALIFICATIONS	<p>To communicate effectively with pupils, staff, parents/carers, governors and visitors.</p> <p>To be able to write in standard English.</p>	<p>GCSE or equivalent in English</p> <p>Basic First Aid Qualification –e.g., St. John's or Red Cross</p> <p>Driving licence</p> <p>Computer literate</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p> <p>References</p>
EXPERIENCE	<p>Previous experience of working with pre-school or primary age children in a school setting or with people who have learning difficulties.</p>	<p>Experience of working with children with learning difficulties (May be in a voluntary capacity).</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
TRAINING	<p>Willingness to attend courses – for example Moving and Handling; Positive Behaviour Management; Safeguarding Communication and Literacy.</p>	<p>Appropriate career training for working with children</p> <p>Specific training in interventions for children with SEND</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
SPECIAL KNOWLEDGE	<p>An awareness of child development and safeguarding</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> - Child development - Early Years - SEN - Primary Curriculum 	<p>Application Form</p> <p>Interview</p> <p>Certificates</p> <p>References</p>



<p>DISPOSITION AND ATTITUDES</p>	<p>Express a positive attitude to pupils with SEN, regarding their needs and developing abilities.</p> <p>Commitment to learning new skills</p> <p>Able to</p> <ul style="list-style-type: none"> - respond effectively to changing circumstances - exercise sensitivity and discretion in challenging circumstances - manage pressure effectively - willingness to participate in the curriculum with enthusiasm and accuracy (including personal care, positive behaviour and swimming) - use initiative in a variety of situations. 	<p>Experience of working as part of a reflective team</p>	<p>Application Form Interview References</p>
<p>PHYSICAL</p>	<p>Able to undertake all moving and handling operations, of pupils and objects, adhering to individual risk assessments/plans and behaviour management plans.</p> <p>General good health to meet the physical aspects of the role</p>		<p>Application Form Interview Certificates References</p>