

Teaching Assistant (Level 2)

Job title: Teaching Assistant **Grade:**

School: Specialist School **Post No:**
Line manager: Senior Teaching Assistant, Class Teacher, Phase Leader
Supervisory responsibility: None (Apart from assisting in work familiarisation of new members of staff, students and volunteers).
Hours: Full time orPart time

Main purposes of the job

- 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 schools 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.

Main responsibilities and tasks

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.)

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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.

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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.