**Job Description**

**Teaching Assistant Level 2 (Full Time)**

##### Role purpose To work under the instruction and guidance of teaching or senior staff to undertake work, care or support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area with one child or groups.

**Commitment to diversity**

As a member of the school team, to take individual and collective professional responsibility for championing The Hayes Primary School’s diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Additionally, to commit to continually developing personal understanding of diversity.

**Support for pupils**

* Supervising and providing particular support for pupils; including those with special needs, ensuring their safety and access to learning activities.
* Setting challenging and demanding expectations and promote self-esteem and independence.
* Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
* Assisting with the development and implementation of Pupil Passports/Educational Health Care Plans /Behaviour Plans and Personal Care programmes.
* Establishing constructive relationships with pupils and interacting with them according to individual needs.
* Promoting the inclusion and acceptance of all pupils.
* Encouraging pupils to interact with others and engage in activities led by the teacher.

**Support for teachers**

* Being aware of pupil problems, progress and achievements and reporting to the teacher as agreed.
* When necessary supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Preparing the classroom as directed for lessons and clearing afterwards and assisting with the display of pupils work.
* Undertaking pupil record keeping as requested
* Gathering, reporting information from and to parents/carers as directed.
* Providing clerical and administrative support, e.g. photocopying, typing, filing etc.
* Monitoring pupils’ responses to learning activities and accurately record achievement/progress as directed.
* Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour

**Support for the curriculum**

* Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
* Supporting pupils in using basic ICT as directed.
* Supporting pupils to understand instructions.
* Preparing and maintaining equipment and resources as directed by the teacher and assisting pupils in their use.

#### Support for the school

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
* Attending relevant meetings as required.
* Participating in training and other learning activities and performance development as required.
* Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
* Contributing to the overall ethos/work/aims of the school.
* Appreciating and supporting the role of other professionals.

**Data protection**

* Being aware of the school’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
* Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

**Confidentiality**

* Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the school’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

**Safeguarding Children and Safer Recruitment**

The Hayes Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

**An ENHANCED DBS check is required for this post.**

**This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **P e r s o n S p e c i f i c a t i o n** | |
| **Job Title:** | **Teaching Assistant – General (Level 2)** |
| **Grade Range:** | Grade 3 - SCP 15 – 17 £18,603 - £19,374 full time equivalent |
| **Hours:** | 23 hours and 45 minutes a week (Term time + INSET days) |
| **Essential knowledge:** | * Qualifications in maths and English, or equivalent. * Understanding of relevant polices/codes of practice and awareness of relevant legislation. * General understanding of national curriculum and other basic learning programmes and strategies. * Understanding of child development and learning. |
| **Desirable knowledge:** | * NVQ 2 for Teaching Assistants or equivalent qualifications or experience. * General understanding of basic learning programmes and strategies. * Training in the relevant learning strategies e.g. literacy. * Completion of DfES Teacher Assistant Induction Programme. * First aid training/training as appropriate. |
| **Essential experience:** | * Working with, or caring for primary aged children. |
| **Essential skills and abilities:** | * Good numeracy/literacy skills: to Year 6 standard. * Effective use of ICT to support learning. * Use of other equipment technology – video, photocopier. * Ability to self-evaluate learning needs and actively seek learning opportunities. * Ability to relate well to children and adults. * Excellent inter-personal skills. * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. |
| **Desirable experience:** | * Experience of working as a teacher assistant within a school setting. |
| **Special conditions:** | * Enhanced DBS check |