Penn Hall School

Job Title: Teaching Assistant Level 2
Grade 4

Purpose:

- To work under the specific supervision, instruction and guidance of the class teacher to support effective teaching and learning opportunities in the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment which includes managing equipment including pupil communication systems
- 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 undertake a whole school responsibility as defined by the staffing structure

Responsible to:

The Head Teacher and the Governing Body of the school

Reports to:

TA4, Assistant Head teacher

Main Duties / Responsibilities

Whole School Responsibility
As per staffing structure

Support for the Teacher

- Work with the teacher to maintain an appropriate learning environment and to assist with the display of pupil's work.
- Work with the teacher in routine lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Provide general and routine clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide regular, objective and accurate feedback to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating routine records as agreed with the teacher, contributing to reviews of systems/records as requested
- Administer and assess routine tests and invigilate exams/tests
- Promote positive values, attitudes and behaviour, dealing promptly with behaviours that challenge in line with established policy and encourage/promote reflective practice at all times

- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.

Support for the Curriculum

- Deliver agreed learning activities/teaching programmes, making appropriate adjustments according to pupil responses/needs
- Support the implementation of local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare and maintain general and specialist equipment and resources including communication devices in line with agreed plans and strategies.

Support for Pupils

- Use specialist skills, training, experience to support pupils ensuring their safety, engagement and access to learning activities
- Assist with the implementation of individual Personal Care Programmes. Such duties will include, but are not limited to, for example moving and handling and support with eating and drinking plans. Relevant training will be provided.
- Assist with the implementation of Individual Learning Plans/ Behaviour Plans and Specialised Programmes. Duties will include, but are not limited to, supporting pupils with their individual therapy programmes which have developed by physio /occupational and speech and language therapists. Relevant training will be provided.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Promote positive behaviours in the learning environment by delivering agreed strategies and interventions
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Make effective use of individual communication systems in the classroom.

Support for the School

- **The jobholder must observe their obligations in accordance with the School's Child Protection Procedures and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the school.**

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings

- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as required.
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To actively promote and model adherence to school policies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and achieve
- To comply with all statutory procedural requirements in school e.g. Child Protection, Pool Safety, Fire, Visits, health and safety, confidentiality and data protection etc.
- To demonstrate the characteristics outlined in the Professional Standards for Teaching Assistants.
- To undertake any other duties as specified by the school commensurate with the expectations of the post and level of pay.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to treat colleagues with dignity and respect and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Special Conditions of Employment
Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bind over order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the school's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.
Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.
Confidentiality and Data Protection The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.
Equality and Diversity Penn Hall School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
Training and Development Penn Hall School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
Mobility The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests

Signed ……

…….. Head Teacher

Date ……..

PERSON SPECIFICATION – TEACHING ASSISTANT GRADE 5			
	Essential	**Desirable**	**Method of Assessment**
Qualifications and Training	• NVQ Level 2 or equivalent in a related area • Excellent Numeracy and Literacy Skills	• First Aid • Additional SEN qualifications	Application Form Certificate
Knowledge and Experience	• Experience of working with pupils with a range of additional needs • Experience of working with relevant age groups within a learning environment, including knowledge of behavioural and learning difficulties • Experience of working with pupils with a range of SEND • Understanding of Classroom roles and responsibilities • Knowledge of school policies and procedures • Knowledge of SEN and support requirements • Understanding of positive behaviour strategies	• Experience of leading on whole school responsibility	Application Form Selection Process References
Skills and Abilities	• Ability to understand policy, procedures and legislation relevant to the areas of work • Ability to encourage pupils to participate in or complete tasks • Ability to work as part of a team • Ability to resolve problems understanding when referral is required • Ability to relate well to children • Able to use ICT including computer, audio, video equipment and photocopier • Ability to communicate clearly and explain sometimes complex information with due regard to confidentially • Ability to develop and plan activities under the direction of the class teacher		Application Form Selection Process References

PERSONAL QUALITIES – ESSSENTIAL

- Commitment to the schools Values and Code of conduct.
- Commitment to Safeguarding
- Demonstrates the ability and willingness to participate in training
- Demonstrates strong organisational skills
- Demonstrates excellent communication and interpersonal skills
- Demonstrates a calm manner that is approachable and flexible
- Demonstrates a willingness to learn and self-develop
- Demonstrates patience and the ability to remain calm in challenging situations
- Demonstrates the ability to deal with sensitive information in a confidential manner
- Demonstrates a commitment to making a positive contribution to school life
- Demonstrates a commitment to promoting and securing equal opportunities
- Demonstrates a Commitment to providing pupils with experiences relevant to living in a culturally diverse society
- Flexibility