# ASTLEY PARK

# SCHOOL

# AstleyPark_School_logo

# Teaching Assistant Level 2b

Job Description & Person Specification

2023

**Astley Park School**

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| **Grade Profile – Teaching Assistant Level 2b** | | |
| POST TITLE | | TA 2b |
| GRADE | | Grade 5 SCP 6-11 |
| CAR USER | | n/a |
| LOCATION | | Chorley Astley Park School |
| RESPONSIBLE TO | | Class Teacher |
| STAFF RESPONSIBLE FOR | | n/a |
| JOB PURPOSE**: The main objectives to be achieved by the Post holder** | | |
| Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils’ parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable | | |
| MAIN ACTIVITIES | **What the Post holder will do**  **What prescribed duties the post holder will have** | |
| **In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant** | | |
| **Support for Pupils** | | |
| * Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils. | | |
| * To undertake activities to monitor the personal social and emotional needs of pupils. | | |
| * To develop positive relationships with pupils to promote pupil progress and attainment. | | |
| * To assist in the devising of pupil's individual targets and their monitoring and review. | | |
| * Support pupils as part of a planned inclusion programme | | |
| * To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. | | |
| * To assist in the development of varying skills that support pupils' learning. | | |
| * To assist in the specific medical/care needs of pupils when specific training has been undertaken. | | |
| **Support for the Teacher** | | |
| * To monitor and record pupil progress and developmental needs. | | |
| * To produce relevant classroom resources. | | |
| * To undertake classroom administrative tasks including the maintenance of records. | | |
| * To assist in pupil supervision and assist in the management of pupil behaviour | | |
| * To provide short term cover for classes to which the Teaching Assistant is normally assigned when the class teacher is unexpectedly unavailable | | |
| * To provide information to the class teacher to assist in the planning of work programmes. | | |
| * To liaise with the school's nominated person in respect of pupil absence. * To assist with the arrangements for out of school learning activities including the administration of work experience. | | |
| * To provide clerical and administrative support including the collection and recording of money. | | |
| * Administer routine tests, assist in the invigilation of exams, and undertake routine marking of pupils’ work | | |
| **Support for the School** | | |
| * To assist in providing a purposeful, orderly, and supportive environment for learning | | |
| * To support the promotion of positive relationships with parents, carers, and outside agencies | | |
| * To work within school policies and procedures. | | |
| * To take care for their own and other people's health and safety. | | |
| * To liaise with the School's appropriate person regarding the ordering supplies and equipment | | |
| * To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork. | | |
| * Assist in the supervision, training, and development of other members of staff. | | |
| **Support for the Curriculum** | | |
| * To assist the delivery of educational and developmental work programmes. | | |
| * To support the use of ICT in learning activities | | |
| * To assist with electronic recording of pupils’ progress | | |
| **Agreed by:** SLT | | |

# 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 Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Person Specification – Teaching Assistant Level 2b**

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| **Personal Attributes required (based on the job description)** | **Essential (E) or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
| NVQ level 2 or above qualification – appropriate to  the post | E | AF |
| GCSE English and Maths A-C  (All other qualifications must be A-C GCSE equivalent) | E | A/F |
| ICT skills | E | A/F |
| **Experience** |  |  |
| Experience of working with or caring for children of relevant age | E | A/F |
| Experience of working in a school | D | A/F |
| Experience of supporting pupils with challenging  behaviour | E | AF – I |
| Experience of working in a relevant classroom/service environment | E | AF – I |
| Experience of Administrative work | D | AF – I |
| **Knowledge/skills/abilities** |  |  |
| Ability to operate at a level of understanding and  competence equivalent to NVQ Level 2 standard | E | AF – I |
| Ability to relate well to children | E | AF – I |
| Ability to work as part of a team | E | AF – I |
| Good communication skills | E | AF – I |
| Ability to supervise and assist pupils | E | AF – I |
| Time management skills | E | AF – I |
| Organisational skills | E | AF – I |
| Knowledge of classroom roles and responsibilities | E | AF – I |
| Knowledge of the concept of confidentiality | E | AF – I |
| First Aid Certificate | D | AF – I |
| Administrative skills | D | AF – I |
| Good numeracy and literacy skills | E | AF – I |
| Ability to make effective use of ICT | E | AF – I |
| Flexible attitude to work | E | AF – I |
| **Other** |  |  |
| Commitment to safeguarding and protecting the welfare of children and young people | E | I |
| Commitment to undertake in–service development | E | AF – I |
| Undertake personal care requirements of pupils | E | AF – I |