**Acorns Primary School**

**Grade Profile – Teaching Assistant Level 2b**

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| **POST** **TITLE:**  | Teaching Assistant 2b |
| **GRADE:**  | SCP 6-11 |
| **CAR USER:**  |   |
| **LOCATION:**  | Acorns Primary School  |
| **RESPONSIBLE TO:**  | Headteacher, Deputy Headteacher, Class Teacher, TA3, Governing Body and the Local Education Authority  |
| **STAFF RESPONSIBLE FOR:**  |  |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
| Under the teachers clear guidance, to support the education, personal and social development of pupils in the class and also to establish positive relationship with pupils. TA2 staff will also support pupils providing supervision and care of pupils and in addition the preparation of resources and classroom organisation. Having due regard to Class Teacher’s plans, the school aims, objectives, policies and schemes of work. To provide short term cover when the teacher is unexpectedly unavailable. |
| **Main Activities:** In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the Teaching Assistant 1 post |
| **Support for Pupils*** Under the clear guidance of the class teacher to implement structured learning activities and to assist individual /group of pupils to complete tasks.
* To meet the needs of pupil(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility.
* To undertake activities to assist in monitoring the personal social and emotional needs of pupils
* To assist in the specific medical/care needs of pupils when specific training has been undertaken
* To assist in pupil supervision and support a culture of positive behaviour management
* To assist with the arrangements for administering pupil work experience
* To assist with movement around the school environment and during school activities
* To assist in the development of independent social skills
* To assist in the proper use of specialist aids and equipment
* To assist in the supervision of set tasks and integrated therapy for an individual/ small group of pupils
* To assist in the monitoring/ recording of pupil progress, problems and developmental needs
* To assist in the production of teaching aids
* To accompany pupils safely on visits
* Establish good working relationships with pupils, acting as a role model
* To meet the social, emotional, mental and health needs of all pupils
* To support pupils in regulation activities where necessary
* To ensure respect and dignity at all times

**Support for the Teacher*** To assist in preparation of resources and tidying away.
* To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting any damages.
* To assist in monitoring, displaying and the removal of work displays.
* To report pupils difficulties/achievements to the teacher as necessary.
* To provide clerical and administrative support including the collection and recording of money
* To undertake photocopying and routine clerical duties.
* To report information from parents/carer as directed.
* To help with activities which ensure good order and the effective and efficient running of school.
* To provide short term cover for classes which the TA is normally assigned, when the class teacher is unexpectedly unavailable.

**Support for the School*** To assist in providing a positive atmosphere in which effective learning can take place.
* To attend staff training/meetings where appropriate
* To work within school policies and procedures.
* To take care for their own and other people's health and safety.
* To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
* To assist with the supervision of pupils out of lesson times, including before and after school.
* To contribute to the development of school ethos and aims through the School Development Plan
* To support pupils as part of a planned inclusion programme
* To appreciate and support the role of other professionals
* To accompany teaching staff and pupils on school activities as required
* To take responsibility for their own personal mental health
* To promote the schools values through their actions

**Support for the Curriculum*** Ensure the availability of appropriate learning aids, materials and equipment.
* To assist the delivery of educational and developmental work programmes.
* To support the use of ICT in learning activities
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| **Note:**  | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**  |

# 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.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Person Specification Form**

**Post Title - Teaching Assistant - Level 2b**

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| **Personal Attributes required****(on the basis of the job outline)****(E) – Essential** **(D) – Desirable**  |
| **Qualifications** |
| NVQ level 2 qualification or above **(E)** |
| English and Maths GCSE level C or above **(D)** |
| **Experience** |
| Experience of working with SEN Children **(E)**  |
| Experience of working with or caring for children of relevant age **(E)** |
| Minimum of 3 years’ experience of working in a relevant classroom environment **(D)** |
| Experience of supporting pupils with social, emotional, mental and health needs **(E)** |
| **Knowledge/skills/abilities** |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard **(E)**Good spoken English **(E)** |
| Ability to relate well to children **(E)** |
| Ability to work as part of a team **(E)** |
| Good communication skills **(E)** |
| Ability to supervise and assist pupils **(E)**Time management skills **(E)** |
| Organisational skills **(E)**Knowledge of classroom roles and responsibilities **(D)**Knowledge of the concept of confidentiality **(E)**First Aid Certificate **(D)**Knowledge of Foundation Stage/National Curriculum **(D)**Good numeracy and literacy skills **(E)**Ability to make effective use of ICT **(E)**Flexible attitude to work **(E)** |
| **Other** |
| Willing to undertake and complete in service training for professional development **(E)**Also willing to undertake and complete course requirements for specific training for:* Identified medical conditions **(E)**
* Behaviour management **(E)**
* Hydrotherapy Pool Lifeguard **(D)**
* MiDAS **(D)**
* Child Protection **(E)**
* Moving and Handling **(E)**

Commitment to safeguarding and protecting the welfare of children and young people **(E)**Satisfactory attendance record/commitment to regular attendance at work **(E)** |