

Central Lancaster High School Recruitment

Job Description

Post:	Teaching Assistant Level 2b
Responsible to:	SENDCo
FTE Salary Range:	Grade 5- SCP 6-11 £20043-£22129
Actual Salary	£14818-£16361
Weekly Hours	32.5 hours
Paid Weeks per Year:	43.89 weeks
Hours of Work	Between 8.00am – 4.00pm on rota (45-minute break)
Start Date:	September 2022

Overview

Under the general supervision and direction of the class teacher or SENDCo, to plan and implement learning activities for individuals and groups. To monitor pupil progress, provide feedback to the class teacher and establish supportive and constructive relationships with pupils and staff. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

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 in order 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 pupils' 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.
- To supervise and lead small groups of pupils or individual pupils who need specific intervention.

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.

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- 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 an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- 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.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

In addition to the above, the postholder may be required to carry out any other duties commensurate with this post as directed by the line manager.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of ongoing continuing professional and Trust development. In addition it may be amended at any time after consultation with you.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

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.

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 Health and Safety policy.

Person Specification

Essential (E) or
Desirable (D)

Qualifications	
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D
Level 2 (grade C or above or equivalent) qualification in English/Literacy and Mathematics/Numeracy	E

Experience	
Experience of working with or caring for children of relevant age	E
Experience of working in a relevant classroom/service environment	D
Experience of administrative work	D
Experience of supporting pupils with challenging behaviour	D
Experience of particular SEND specialism such a sensory impairment, hearing impairment, ASC, EAL	D

Knowledge / Skills / Abilities	
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	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
Specific SEND skills in the areas shown above under the heading Experience	D
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
Administrative skills	D
Knowledge of Early Years Foundation Stage	D
Good numeracy and literacy skills	E
Ability to make effective use of ICT	D
Flexible attitude to work	E

Other	
Commitment to undertake in-service development	E
Commitment to safeguarding and protecting the welfare of children and young people	E