

Level Two Teaching Assistant

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| **Post** | **L2 TEACHING ASSISTNAT** |
| **Reports to** | **Academy Principal/Senior Leadership Team** |
| **Salary range** |  |
| **Contract type** | Permanent |
| **Hours** |  |

# The role in a nutshell

**You will play a special role to create change in the life of the children you support. As a teaching assistant, you help children overcome learning and developmental challenges, and make a significant contribution to the quality of education which our pupils receive.**

The roles allocated to a teaching assistant are diverse, so they may vary from school to school.

In this Academy, the main duties for teaching assistant posts are:

* to assist with teaching children in class, alongside and under the direction of the class teacher
* to support children who may have additional or special needs
* to lead lessons under the direction of the class teacher
* to teach groups of children for intervention sessions
* to support individual pupils in accessing their educational provision

In the role, you will need to be ready for something different every day. You will deal with new topics or new problems to be resolved. But helping children to attain to their potential will be rewarding. When you support individuals or small groups to reach their goals, or increase in confidence, their smiles of success will make your day worthwhile!

# The candidate

The role is not solely about supporting children with identified special educational needs or low-attaining pupils. Teaching assistants also help pupils with a wide-range of academic abilities to take ownership of their learning, encouraging them to ask questions and take risks.

The ideal candidate will have or can demonstrate a commitment to undertake professional development. You will need:

* Qualified to Level 3 CACHE Diploma in Childcare and education or equivalent
* Ideally, GCSE English and mathematics or a willingness to work towards a fully funded equivalent qualification.
* An unwavering commitment to a wide-range of children with individual and often complex needs
* Excellent communication skills
* A commitment to teamwork

We welcome applications from everyone who believes they meet the expectations of the role, regardless of age, gender, ethnicity, sexual orientation, faith or disability. In order to ensure that our staff composition is representative of the communities we serve, applications from groups who are currently under-represented in education including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

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# About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension scheme, health assured programme (EAP) and the CycleScheme Salary sacrifice.

We prioritise your professional growth with annual training and development opportunities, training bursaries are available upon request.

# General duties and responsibilities/Person Specification

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| **Knowledge** | * Awareness of/willingness to train to get knowledge and understanding of the Teaching Assistant’s role in supporting teaching and learning across the curriculum.
* Knowledge of appropriate behaviour management practices
* Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security
* Knowledge of safeguarding procedures and protocols.
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| **Skills/Abilities****Interpersonal** | * Awareness of individual needs and ability to adjust communication methods accordingly.
* Ability to communicate effectively, both orally and in writing
* Ability to support the management of pupil behaviour
* Ability to establish positive relationships with pupils, families and colleagues
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| **Skills/Abilities Other** | * Awareness of techniques necessary to support individual learning needs and development
* Ability to contribute to the planning and delivery of learning activities
* Skills to support the effective use of ICT in the classroom.
* Ability to organise classroom resources and assist with the maintenance of pupil records.
* Contribute to pupil assessment
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| **Relevant experience** | * Direct experience of working with pupils to raise attainment through personal intervention
* Experience of working with children and young people.
* Ability to use resources and materials including ICT software and equipment
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| **Work to promote mutual respect and good relations** | * Commitment to inclusive education
* The desire to support a working culture which values creativity and openness and is sensitive to need.
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| **Work related circumstances** | * Be willing to undertake training and development, as necessary, to enhance service deliver
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| **Trust responsibilities** | * Support and uphold the Trust’s ethos, values, policies and procedures
* Apply and adhere to the Trust’s Code of Conduct
* Act with professionalism and integrity at all times, promoting the Trust’s values
* Comply with any reasonable request from the Principal to undertake work of a similar level or commensurate with the role / level of responsibility
* Comply with Data Protection legislation and follow the principles of GDPR
* Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust’s and Academies EDI policies
* Promote a work environment that protects people’s health and safety and welfare in accordance with the Trust’s Health and Safety Policy
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KEY DUTIES

* Assist the class teacher in the planning and evaluation of teaching and learning activities.
* Provide support to individuals, groups or whole class on teacher planned curriculum activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
* Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils’ needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and make progress.
* Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
* Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.
* Support pupils’ learning activities including additional learning needs and development and maintain an awareness of the planning, delivery and evaluation of learning activities.
* Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly.
* Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom.

SUPPORT FOR THE PUPIL

* Support learning activities for all pupils by maintaining awareness of the stages of development and individuals’ specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
* Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
* Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
* Help with the care and support of pupils by supporting children’s communication and intellectual development and physical, emotional and social development.
* To contribute to the planning to meet children’s development needs.
* Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
* Assist with the personal and intimate care of pupils.
* Supervision of pupils at playtime and lunchtimes.

SUPPORT FOR THE TEACHER

* Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.
* Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom; however, learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the Principal.
* Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
* Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required.
* Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom and following the Academy’s Behaviour Policy.
* Escort and assist pupils on educational visits and out of school activities.

SUPPORT FOR THE CURRICULUM

* Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning.
* Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils’ learning and modifying these where necessary.
* Support pupils to use ICT materials and resources effectively to advance their learning*.*
* Contribute to accurate assessment of children’s progress and attainment

SUPPORT FOR THE SCHOOL

* Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.
* Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
* Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
* Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

All staff are expected to maintain high standards of customer care in the context of the Trust’s Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

If you meet the criteria and you are enthusiastic about the role, we would welcome your application.

To complete the application process, you will need to complete the application form and associated documents through the portal which can be found at: <https://raleigheducationtrust.face-ed.co.uk/vacancies>

Only candidates requested for an interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

Raleigh Education Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.