



FIVE RIVERS MULTI ACADEMY TRUST

JOB DESCRIPTION / PERSON SPECIFICATION

Post Title	TEACHING ASSISTANT – LEVEL 2
Grade	Grade NJC 2 (Points 3-4)
Responsible to	Principal
Responsible for	
Purpose of job	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
Normal base of work	Abbeyfield Primary Academy, Orphanage Road, Sheffield S3 9AN – however there may be some requirement to work from other Five Rivers Trust sites as appropriate.
Safeguarding statement	Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997. This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice. An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000). The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.



JOB DESCRIPTION: TEACHING ASSISTANT LEVEL 2

The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust's policies and within the framework of the Education Act 2002 and the School Standards

MAIN DUTIES AND RESPONSIBILITIES

1 SUPPORT FOR PUPILS

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with pupils and interact with them according to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher
6. Set challenging and demanding expectations and promote self-esteem and independence
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

2 SUPPORT FOR THE TEACHER

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
3. Assist with the planning of learning activities
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and invigilate exams and undertake routine marking of pupils' work



9. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

3 SUPPORT FOR THE CURRICULUM

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1 & 2, early years recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

4 SUPPORT FOR THE SCHOOL

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
9. Any other related duties as may arise.



Person Specification Post: Teaching Assistant – Level 2

	Essential	Desirable
Qualifications	A good standard of secondary education Good levels of educational achievement in numeracy and literacy	A relevant Teaching Assistant qualification (e.g. NVQ level 2 or 3) or equivalent experience
Professionalism	Able to work with professional integrity, honesty and transparency. Demonstrates high expectations for self and others Open and adaptable to new ways of working that promote the ethos of the Trust and the school Commitment to maintaining confidentiality at all times Committed to working well with colleagues, developing and maintaining positive working relationships. Values differences of opinion and different ways of working. Ability to self-manage work-load and competing priorities An effective communicator, both written and orally Ability to be flexible to meet the needs of the children	Shows a strong commitment to values which align well with the Trust & the School Experience of being a role model with a team and supporting colleagues
Safeguarding	Knowledge of Keeping Children Safe in Education Passionate about safeguarding children Commitment to the use of positive behaviour strategies to achieve a	Safeguarding Training Experience of initiating school policies and procedures for Safeguarding



	culture that promotes fairness, respect and consideration towards others Zero tolerance of bullying of any kind An understanding of the TA role in supporting the whole child: relationships, identity, mental health, basic needs and overall well being	
Professional development	Commitment to improving own practice	Clear commitment to a future career with the Five Rivers Trust Experience of working collaboratively to improve practice
Diversity Equality & Inclusion	Promotes equality and celebrates diversity; understands the need for equity not equality; acknowledges and takes steps to eradicate unconscious bias in own practice	Experience of championing Diversity, Equality and Inclusion in professional setting
Teaching & Learning	Experience of supporting teaching and learning a relevant key stage or year group (either in a paid or voluntary capacity or by supporting children at home) Committed to developing own practice An understanding of the varied needs of children as they develop socially and academically.	Experience in delivering first aid / medication / personal / intimate care, physical intervention / behaviour management strategies Experience of working with children with special educational needs and or disabilities