

## **HORIZONS SPECIALIST ACADEMY TRUST**

**POST TITLE:** TEACHING ASSISTANT (LEVEL 2)  
**GRADE:** F (pt 7-8)  
**REPORTS TO:** Principal  
**RESPONSIBLE FOR:** Support for students with a range of learning difficulties

### **MAIN PURPOSE**

To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes to enable access to learning for pupils, including those with SEN and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **JOB PROFILE**

#### **SUPPORT FOR THE STUDENT**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Be aware of and implement Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Provide assistance with student's feeding, hygiene and personal needs including intimate care.
- Provide assistance with the moving, lifting and handling of students paying particular attention to student's physical needs.
- Supervise students during break and lunch times.

#### **SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc
- 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
- Establish constructive relationships with parents/carers under teacher guidance
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc

## **SUPPORT FOR THE CURRICULUM**

- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **SUPPORT FOR THE SCHOOL**

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times
- 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
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Any other duties deemed appropriate by the Chief Executive and commensurate within the grade of the post.

<b>PERSON SPECIFICATION</b>		
<b>TEACHING ASSISTANT (LEVEL 2)</b>		
<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>5 passes at GCSE level including Maths &amp; English at grade A to C or equivalent</p> <p>Minimum NVQ Level 2 or equivalent qualification in Supporting Students in the classroom or Social Care</p>	<p>Current first aid certificate</p> <p>Lifting and handling accreditation</p> <p>Full driving license</p> <p>TEAM TEACH qualified</p> <p>MIDAS accreditation for mini-bus driving</p>
<b>EXPERIENCE</b>	<p>A minimum 2 years' experience of working as a teaching assistant or with children in a school setting</p> <p>Previous experience of working with children who have special educational needs</p>	
<b>KNOWLEDGE</b>	<p>Broad understanding of child development</p> <p>Knowledge of the current primary and/or secondary curriculum</p> <p>Experience and understanding of behaviour management</p>	
<b>SKILLS</b>	<p>Ability to communicate clearly and effectively</p> <p>Ability to work as part of team including parents, colleagues and other professionals</p> <p>Knowledge of safeguarding and child protection procedures and policies</p> <p>Good organizational skills</p> <p>Ability to follow instructions closely and consistently</p>	<p>Working knowledge of relevant policies and codes of practice related to special educational needs.</p>

	ICT literate	
PERSONAL ATTRIBUTES	<p>Enthusiastic and positive approach</p> <p>Commitment to professional development</p> <p>Flexibility and willingness to accept change</p>	