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| **Job Description and Person Specification**  **Teaching Assistant Level 2** |

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| Start Date: | ASAP |
| Contract: | Permanent |
| Salary: | Band D SCP 6 - 11 |
| Hours of work: | 26.5 Hours per week  9am – 3:15pm Monday – Thursday  9am – 3:00pm Friday  TTO |
| Responsible to: | Principal |
| Primary Purpose of the role: | To work within our Team providing support for teaching and learning activities. |

**Overall, Purpose of the Post**

To provide support to teachers in the classroom, assisting in the educational and social development of pupils under the direction of teaching staff. The role involves working closely with individuals and small groups of students to promote an inclusive learning environment, ensuring all children have the opportunity to thrive academically and personally.

To provide support for teaching and learning activities. To contribute to children’s development and safeguarding and to develop the learning environment.

**Key relationships:**

The Principal and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

**Specific Responsibilities**

Support for pupils

* Establish good working relationships with children, acting as a role model.
* Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
* Provide specific support to children dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
* Promote inclusion and acceptance of all pupils.
* Support children’s development (e.g. physical, emotional, social, communication and intellectual development needs).
* Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
* Encourage children’s positive behaviour.
* Support children’s play and learning.

Support for the teacher

* Provide support for learning activities across a range of key stages and in a range of environments.
* Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money etc).
* Create displays of children’s work to celebrate achievements and challenge their questioning and thinking.
* Contribute to positive relationships with children and adults through communication and interaction.
* Support literacy and numeracy activities.
* Provide effective support for colleagues.
* Observe and report on pupil performance.
* Contribute to maintaining pupil records.
* Invigilate tests and examinations.
* Contribute to positive relationships with children and adults through communication and interaction.

Support for the curriculum

* Provide curriculum / resource support and undertake training programmes linked to local and national learning strategies.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepare and maintain equipment/resources as directed by the teacher and assist children in their use.

Support for the school

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* To share responsibility for the preparation and maintenance of the indoor and outdoor learning environment.
* Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**General Requirements**

* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
* Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures.
* Carry out all duties regarding the school’s policies and in compliance with the Trust’s Equal Opportunities, Health & Safety and Code of Conduct procedures.
* Undertake necessary training associated with the post.
* Ensure that duties and responsibilities are carried out in accordance with Trust policies.
* Maintain confidentiality of information acquired in the course of undertaking duties.
* Be a role model for students and staff.
* Attend meetings, training sessions, after-school events and courses as required.
* Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
* Comply with health and safety procedures, information and resources in line with school policy.
* Undertake any reasonable duties as requested by the principal or nominated delegate.
* Maintain a positive ethos.

**Vantage CE Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust’s values and principles.

REVIEW ARRANGEMENTS The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

***Job Description prepared/revised: May 2025***

***Prepared by: Jane Buckley (HR Officer)***

**Person Specification**

**Teaching Assistant Level 2**

We are looking for a candidate who meets the following requirements:

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|  |  | **Assessed by:** | | |
| **No.** | **CATEGORIES** | **Essential/ Desirable** | **Application Form** | **Interview/ Task** |
| **QUALIFICATIONS** | | | | |
| 1. | GCSE’s in English & Maths at grade 4 or above (or equivalent) | E | ✔ |  |
| 2. | Level 2 certificate in Supporting Teaching & Learning in Schools, or Level 2 NVQ for Teaching Assistants or equivalent qualification or experience | E | ✔ |  |
| 3. | Level 1 ICT qualification/ willingness to work towards in role | D | ✔ |  |
| **KNOWLEDGE AND EXPERIENCE** | | | | |
| 4. | Experience of working as a Teaching Assistant | E | ✔ | ✔ |
| 5. | Knowledge of how to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning. Ability to give feedback in a constructive manner | E | ✔ | ✔ |
| 6. | Knowledge of how to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour accordingly | E | ✔ | ✔ |
| 7. | Experience of dealing sensitively with challenging behaviour (in line with setting/school policy and procedures) | E | ✔ | ✔ |
| 8. | Experience of helping pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities | E | ✔ | ✔ |
| **BEHAVIOURS AND SKILLS** | | | | |
| 9. | Act as a role model for positive behaviour | E | ✔ | ✔ |
| 10. | Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils | E | ✔ | ✔ |
| 11. | Ability to demonstrate verbal and non-verbal communication skills when dealing with children colleagues, parents, carers, families and other practitioners. | E | ✔ | ✔ |
| 12. | Fluent English speaker with good written, verbal, and non-verbal communication skills. | E | ✔ | ✔ |
| 13. | Ability to work collaboratively with teachers, other staff, and parents | E | ✔ |  |
| 14. | Willingness to be flexible, adapt to changing situations, and take initiative | E | ✔ |  |
| 15. | Enthusiastic and motivated to support pupil learning and development | E | ✔ |  |
| 16. | Ability to organise and prepare classroom materials and activities | E | ✔ | ✔ |
| 17. | Ability to remain calm under pressure and to possess a sense of humour | E | ✔ |  |
| 18. | Committed to safeguarding pupil’s wellbeing and equality | E | ✔ |  |
| 19. | Commitment to maintaining confidentiality at all times | E | ✔ |  |

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| **Note to Applicants: Please try to show in your application, how best you meet the above requirements** |