



JOB DESCRIPTION

Title:	Teaching & Learning Assistant - Level 2
Post Holder:	Vacancy
Salary:	Grade 7, Point 8 - 11
Weekly Hours:	28 hours / 37-hour nominal week (full time week)
Weeks per annum:	39 weeks (Term time, plus 5 training days)
Contract:	Permanent
Responsible to:	SENCO/SEND Manager
Liaison with:	Teaching Staff Teaching Assistants Parents Professional staff involved in the Education of Children

PURPOSE OF THE POST:

Carry out the professional duties of a teaching assistant in accordance with the Professional Standards for Teaching Assistants and school's policies under the direction of the Headteacher. Working under the schools agreed supervision arrangements to carry out "Specified Work" as defined in Section 133 and Regulations of the Education Act 2002 in accordance with Section 4 of the School Teachers Pay and Conditions Document.

Professional Standards

The role of the teaching assistant

The primary role of the teaching assistant should be to work with teachers to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion. They give assistance to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.

Teaching assistants are an integral part of the school workforce representing a substantial investment of school funding. School leaders' decision-making about the effective deployment of teaching assistants is crucial in making a difference to pupil achievement. Teaching assistants should act with honesty and integrity to uphold comparable standards to other education professionals, in order to make the education of pupils their first concern. By demonstrating values and behaviours consistent with their professional role, teaching assistants work with other education professionals within a common framework of expectations.

The four themes

The Professional Standards for Teaching Assistants are set out in four themes.

1. Personal and professional conduct
2. Knowledge and understanding
3. Teaching and learning
4. Working with others

Within each theme there are several standards expected of teaching assistants.

Personal and professional conduct – In order for teaching assistants to provide effective support to teachers and pupils, they need to be clear about their role and responsibilities and how these fit within the wider structure of the school. In the same way as teachers, teaching assistants operate in a position of trust and are seen by pupils as role models. They should be able to maintain proper boundaries with pupils and their behaviours should reflect this responsible position.

Knowledge and understanding – Teaching assistants should have sufficient knowledge and skills to help teachers support pupils in achieving their maximum potential. School leaders are best placed to make judgements about the type and level of knowledge and skills that individual teaching assistants need, as this will vary according to job role. This could include: subject knowledge; specialist skills and knowledge to support pupils with special educational needs or disabilities; knowledge of the curriculum; pedagogical knowledge; behaviour management strategies.

Teaching and learning – An important role of a teaching assistant is to support the teacher in ensuring the best possible outcomes for all pupils. The standards in this theme recognise that teaching assistants work under the supervision of a teacher in accordance with arrangements made by the headteacher of the school. Schools should refer to the EEF guidance report for 'relevant strategies to support the work of the teacher'.

Working with others – Teaching assistants work with other professionals, parents, carers and outside agencies as well as with pupils themselves. Although other themes require teaching assistants to work collaboratively with others, these qualities and skills are considered so important and distinctive to the role as to merit their own theme.

Personal and professional conduct

Teaching assistants should uphold public trust in the education profession by:

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

Knowledge and understanding

Teaching assistants are expected to:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.

- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Teaching and learning

Teaching assistants are expected to:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

Teaching assistants are expected to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Administration

- To undertake administration duties under the direction of SENCO.

Methods of Working

- To understand, comply and work within the School's/Derbyshire County Council's policies and procedures regarding Child protection /safeguarding and confidentiality.
- Parkside School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- To understand and comply with the School's Health and Safety Policy in the performance of their duties and responsibilities.
- To understand and comply with all other relevant school policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

The postholder must carry out his/her responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulation made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

Signed: _____ Date: _____
(This role description is to be reviewed on an annual basis and any changes deemed necessary negotiated with the post holder.)

Physical requirements:

Requires normal physical effort with a mixture of sitting, walking and carrying minor loads in a classroom. Additional physical requirements could be sitting in constrained position for prolonged periods.

Occasionally exposed to emotionally demanding behaviour and situations as a result of attending to pupils' personal needs and/or supporting behaviour management.

Working conditions:

Work with individual or small groups of children and young people where work is regularly interrupted, although this does not normally require switching between one activity and another. Within Secondary schools may be required to move between classes, different subject matters and varying needs of children and young people.

Work normally carried out in the classroom or similar environment which may sometimes involve exposure to noise, occasional working outdoors.

Annual Leave:

All annual leave MUST be taken in school holidays

Working pattern:

Days of Work Monday to Friday
Hours of Work 8.40am – 3.00pm (breaks unpaid)

Parkside Community School Person Specification

Post Title: Teaching & Learning Assistant - Level 2

E = Essential
D = Desirable

Measured by:

A. **Application**
B. **Test / Exercise**
C. **Interview**
D. **References**

Education and Qualifications		
E	GCSE level of education A-C or equivalent (to include EM)	A
D	A levels	A
E	A good level of appropriate ICT skills	A

Relevant Experience		
E	Experience of supporting young learners in an organisational setting	A
D	Experience of working with pupils within an agreed behaviour management policy	A D
D	Clear understanding of the Key stage 3 and 4 national curriculum	A C
E	Work constructively as part of a team	

Knowledge and Skills		
E	Ability to relate well to children and adults	A C D
E	Good written and spoken communication skills	A
E	Good organisational skills	A
D	Understanding of how data is used at KS3 and KS4	A B C
E	An understanding of individual learning styles	A C
E	Ability to identify potential barriers to learning and engage in strategies to overcome these barriers	A C
E	Ability to maintain student records and feedback to relevant staff	A
E	Ability to employ a range of coaching skills including group work	A
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A D
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A D
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A D

Additional		
E	Able to attend meetings outside of normal school hours, if required	C
E	Able to work effectively with teaching staff to support their role	C D
E	Commitment to continuing professional development	C
E	All appointments are subject to an enhanced CRB Disclosure	A

Conditions of employment:

The Postholder:

- Must at all times carry out responsibilities in accordance with those outlined in the job description attaching to the scale of post.
- The postholder must carry out his/her duties and responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulation made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.
- Must work in accordance with Parkside School's policies and procedures regarding Child protection and confidentiality. Parkside School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Date of Issue: May 2021