



Teaching Assistant – Level 2

Salary / grade range	Annual Salary - £25,183 - £25,584 FTE Pro Rata Actual Salary Grade D scp 6-7
Location	Co-op Academy Portland
Reports to	Executive Head Teacher and Senior Leadership Team
Hours of work	36 hours per week, 39 weeks per year

Purpose of role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Key accountabilities (and specific duties / responsibilities):

1. Support for Pupils

- To have regard for the safety and wellbeing of the pupil at all time;
- To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing and acting as a role model;
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person;
- To encourage inclusion within the classroom;
- To encourage pupils to interact with others and engage in activities led by the teacher;
- To assist in the supervision of pupils on outings or visits;
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
- To enrich and enhance lunchtime provision through structured play.

0. Support for Teachers



- To receive instruction from teachers regarding the daily/weekly programme of activities and events;
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision;
- To be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers;
- Provide administrative and clerical support e.g. record keeping, photocopying, filing, receiving and passing money to the school office;
- To assist in the display of pupils' work to reflect their achievement;
- To assist with tasks within the school's assessment procedures;
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

0. Support for the school

- To comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person;
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- To carry out break/lunch duties
- To contribute to the overall work/aims of the school;
- To contribute to the wider life of the academy
- To attend appropriate staff meetings as required;
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher;
- To be a proactive member of the school and class;
- To attend relevant professional development, in order to update knowledge.

0. Support for the Curriculum

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies;
- To support pupils in using basic ICT as directed

SAFEGUARDING REQUIREMENTS:

- All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the school commits to providing this training, e.g., via induction, on-line, briefings at staff meetings, Inset Days, etc., as appropriate.
- All staff should familiarise themselves with 'Keeping Children Safe in Education', Part 1 and local policies and procedures, as directed by the school.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with school policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or



potential risks to the safety or welfare of children, they must report any concerns to the Designated Safeguarding Lead.

The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and Trust; and The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. The duties outlined in this Job Description may be modified by the Principal to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> GCSE Maths and English Grade C/4 and above, or equivalent NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). First aid training as appropriate (e.g. emergency first aid course). 	Desirable	A A A
Experience <ul style="list-style-type: none"> Experience of working with young people (this may be in a paid or voluntary position) Experience working with Early Years children in an educational setting Working within an educational environment Experience of working with children who have a range of special needs 	Desirable Desirable Desirable	A/I A A/I A/I A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Understanding of relevant policies/codes of 		A/I



<p>practice and current issues in education.</p> <ul style="list-style-type: none"> • An understanding of the role played by adults in safeguarding young people • Able to build relationships with young people and adults • Confidence, skills and ability to lead groups of students • Confidence in supporting students with their literacy and numeracy • Excellent organisational & administrative skills • Excellent oral and written communication skills • Effective use of ICT to support learning • Accuracy and attention to detail • An ability to communicate effectively with the full range of stakeholders. • Excellent presentation skills • Sensitivity to the varying needs of young people 		<p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A/T</p> <p>A/T</p> <p>A/T</p> <p>A/T</p> <p>A/I</p> <p>A/I</p> <p>A</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Commitment to the safeguarding of children and young people. • Resilience • Flexible and adaptable • Can do attitude • Able to use initiative • Good team member • Good role model • Willingness to participate in the wider life of the school. • A commitment to personal professional development • Strong educational principles, centered on total inclusion and equality • Involvement in cross-curricular activities • High levels of emotional intelligence, honesty and professional integrity 		<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



Academies Trust

Co-op 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.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

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 co-operative values and principles, and the Ways of Being Co-op.

Application (A)
Interview (I)
Presentation (P)
Observation (O)
Task (T)

