



JOHN WILLMOTT SCHOOL

Teaching Assistant – Grade 2

Job Description

Grade	:	GR2 (Salary £15,359.07 – £18,559.76 pro rata)
Hours	:	Monday to Friday, 32.5 hours per week term time only
Line Management	:	SENCO / Inclusion Manager

1. Job Purpose

- 1.1 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2. Key Responsibilities

Support for Pupils

- 2.1 Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- 2.2 Support children with special needs (if appropriate to the focus of the role)
 - 2.2.1 Sensory and/or physical impairment
 - 2.2.2 Cognition or learning difficulties
 - 2.2.3 Behavioural, emotional and social development needs
 - 2.2.4 Communication and interaction difficulties
 - 2.2.5 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- 2.3 Support with access arrangements at the direction of the SENCO

Support for the teacher(s)

- 2.4 Provide support for learning activities by

- 2.4.1 Supporting the teacher in the planning and evaluation of learning activities
- 2.4.2 Supporting the delivery of learning activities
- 2.5 Support in organising effective learning environments and maintaining appropriate records
- 2.6 Support literacy and numeracy activities in the classroom
- 2.7 Support the maintenance of pupil safety and security
- 2.8 Contribute to the management of pupil behaviour by
 - 2.8.1 Promoting school policies with regard to pupil behaviour
 - 2.8.2 Supporting the implementation of strategies to manage pupil behaviour
- 2.9 Undertake routine marking in line with school policy
- 2.10 Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework

Support for the school

- 2.11 Provide support to colleagues
- 2.12 Develop own effectiveness in a support role

Support for the curriculum

- 2.13 Support the use of information and communication technology in the classroom
- 2.14 Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

General

- 2.15 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.16 To be responsible for basic first aid.
- 2.17 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.18 To adhere to the ethos of the school.
 - 2.18.1 To promote the agreed vision and aims of the school.
 - 2.18.2 To set an example of personal integrity and professionalism.
 - 2.18.3 Attendance at appropriate staff meetings and parents evenings.

2.19 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3. Supervision Received

3.1 Supervising Officer's Job Title: SENCO / Inclusion Manager

3.2 Level of supervision:

Left to work within establishment guidelines subject to scrutiny by supervisor

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
None	n/a	n/a	n/a

5. Special Conditions

5.1 None

6. Review and amendment

6.1 Annual review of this job description will take place under Performance Management.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

SIGNED:Postholder

.....Headteacher

.....Date

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	NVQ Level 2 qualification	AF/C
	Good numeracy and literacy skills	AF/I/T
	Good ICT skills	AF/I/T
Experience Relevant work and other experience	Experience of working with children	AF/I
	Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals	AF/I
	Some experience of using ICT effectively	AF/I
	Knowledge of policies and codes of practice/legislation	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	A good understanding of child development and learning processes	AF/I
	The ability to follow instructions from the teacher and also be able to work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	The experience of and the ability to deal positively with children and parents	AF/I
	The ability to manage behaviour effectively	AF/I
	The ability to implement assessment for learning under the guidance of the teacher	AF/I
	Show initiative and work independently	AF/I
Training		
Other	Enjoy working with children	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.