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| **Job Description – Level 2 Teaching Assistant** |  |

**Place of Work:** Bishopton PRU

**Grade:** Local Authority Spine Points 7 - 8

**Responsible to**: Teaching/Senior Staff

**Job 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.

**Main Duties and Responsibilities:**

#### **SUPPORT FOR THE PUPIL:**

* Supervise and provide individualised 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
* Ensure the behaviour reward system is updated at the end of each lesson

**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 pupils’ 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 pupils’ 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, safeguarding, 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

**SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

This job description recognises the current requirements of Bishopton PRU. The duties may be varied to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.

Signed ……………………………………………….. Dated: ……………………………

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| **Person Specification – Level 2 Teaching Assistant** |  |

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|  | Essential | **Desirable** |
| **Qualifications** | 1. Strong academic record **including** Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). | * Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications) * First Aid qualifications. |
| **Knowledge and Experience** | 1. Experience of supporting children within key stage 3 and key stage 4. 2. Experience of working in a PRU, special school or equivalent. 3. Excellent literacy knowledge and skills. | * Experience of teaching and supporting children with SEN.   Working with and supporting children with challenging behaviour.  Running intervention programmes. |
| **Personal** | 1. Enjoy working with children. 2. Able to have a good rapport with children. 3. Dedicated to safeguarding and promoting the welfare of children. 4. Enthusiastic 5. Hardworking, flexible and motivated. 6. Team player and excellent interpersonal skills. 7. Good verbal communication skills including ability to communicate effectively with carers and parents. 8. Able to take the initiative. 9. Confidentiality and sensitivity. | 1. Good IT skills. 2. Skills and interests that could help enrich children’s learning e.g. cooking, gardening, music and so on. |
| **Other** | 1. Willingness and ability to undertake lunchtime duties. |  |