



## Job Description Job Title: Teaching Assistant Level 2

<b>Accountable to:</b>	SENCO	<b>Line Managing:</b>	N/A
<b>Post type:</b>	Part Time 32.5 hours per week (39 weeks, term time only plus teacher training days	<b>Salary/Grade:</b>	Band F SCP 7-10
<b>Liaising with:</b>	Teaching staff, Parents/Carers.		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Broad Description

- Working under the overall supervision of the responsible teacher, assist and support teaching and learning, working with individuals or groups and assist in providing for general care, safety and welfare of students

### Tasks and Responsibilities

#### Curriculum support

- Contribute to curriculum planning and evaluation and assist in implementation;
- Assist in the delivery of lessons/sessions and interact with the teacher and students as required;
- Undertake agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Support and use ICT in learning activities & develop students' competence and independence in its use

#### Support for students

- Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able students, extend/challenge more able, keep students on task, interested, motivated and engaged.
- Occasional support to whole class for short periods (e.g. story reading).
- Help students to develop communication skills and role play activity.
- Promote inclusion and acceptance of all students, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem
- Assist in the personal, social, emotional development of students and development of self-esteem.
- Assist with the development and implementation of IEPs/behaviour plans.
- Use specialist skills/ knowledge/ training to provide support in specialist areas
- Encourage and reinforce positive interactions between students working within any behaviour targets set
- Identify and report uncharacteristic behaviour patterns
- Assist with student supervision on trips off the premises, under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of students, including first aid and tasks connected with their social inclusion and personal/physical care.



# The Avon Valley School and Performing Arts College

## Support to teacher

- Assist with lesson/activity planning, delivery and evaluation
- Monitor individual/group achievements of key objectives and provide feedback to the teacher
- Contribute to student assessment through observation and reporting
- Record information relevant to assessment and review of students' progress
- Attend IEP and statement review meetings if appropriate
- Support implementation of strategies to manage student behaviour and help manage student behaviour
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Undertake routine and non-routine administrative tasks, e.g. produce worksheets, administer coursework
- Liaise with parents/carers, specialist teachers and other professional staff, share and provide information

## Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

## Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*