

Job Description and Person Specification

JOB DESCRIPTION

JOB TITLE	Teaching Assistant 2
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	Hollington Primary Academy
RESPONSIBLE TO	Mrs. J. Reece (Principal)
RESPONSIBLE FOR	Supporting Class Teacher
MAIN PURPOSE OF THE JOB	To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.
MAIN TASKS / KEY RESPONSIBILITIES	
1	<p>To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:</p> <ul style="list-style-type: none"> ▪ Clarifying and explaining instructions ▪ Ensuring the pupil(s) is able to use equipment and materials provided ▪ Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs ▪ Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc. ▪ Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task ▪ Liaising with class teacher, DSENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate ▪ Providing additional nurture to individuals when requested by the class teacher or DSENCO ▪ Consistently and effectively implementing agreed behaviour management strategies ▪ Helping to make appropriate resources to support the pupil(s) ▪ Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school
2	To establish supportive relationships with the pupil(s) concerned
3	To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
4	Monitor the pupil(s)' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5	Give the pupil(s) feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking children's work

6	To support the pupil(s) in developing social skills both in and out of the Classroom
7	To support the use of ICT in learning activities
8	To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
9	Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
10	When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
11	To use the Academy's system for recording progress
12	Where appropriate, to know and apply positive handling techniques
13	To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
14	To know and apply Academy policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
15	Where appropriate to develop a relationship to foster links between home and school, and to keep the Academy informed of relevant information
16	To be aware of confidential issues linked to home/pupil/teacher/school
17	To contribute towards reviews of pupil(s)' progress as appropriate
18	To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
19	To take part in training activities offered by the Academy and the county to further knowledge (within employed hours)
20	Support playground/break time and lunchtime supervision e.g. educational games, homework clubs etc (within employed hours)
21	To accompany teacher and pupils on educational visits
22	To carry out the above duties in accordance with the University of Brighton Academies Trust's Services Equal Opportunities Policy.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: 2nd April 2020

Additional Information

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

- 1.1 English and Maths GCSE or equivalent.
- 1.2 The ability to be flexible and positive.

KNOWLEDGE AND EXPERIENCE

- 2.1 An interest and knowledge of child development through education.
- 2.2 Clear understanding of child protection procedures.
- 2.3 An understanding of children with emotional and behavioural difficulties.

KEY SKILLS AND ABILITIES

- 3.1 The ability to recognise the needs of individual children.
- 3.2 The ability to work in a team.

PERSONAL ATTRIBUTES

- 4.1 Demonstrate a caring approach.
- 4.2 Demonstrate a willingness to assist in maintaining a pleasant environment for the children.
- 4.3 Regular attendance and punctuality in previous employment.
- 4.4 Shall be flexible, dependable, demonstrating integrity, along with a good sense of humour

DESIRABLE CRITERIA

- 5.1 Involvement in dealing with children.
- 5.2 Has experience in similar work.
- 5.3 Willingness to be involved with out of school activities.