

## **Overton School Job Description**

**JOB TITLE:** Teaching Assistant (Level 2) Term time only

**RESPONSIBLE TO:** Headteacher

**REVIEW AND AMENDMENT:** This job description will be reviewed annually and may be subject to modification and amendment at any time following consultation between the Head Teacher, and the post holder.

### **MAIN PURPOSE OF THE JOB**

The post holder is expected to work in collaboration with the teacher to meet the personal, social and learning needs of young people with a range of complex learning difficulties and disabilities. The main focus of the role is to support young people. The post holder will be expected to:

- Working with the teachers to support the learning and progress of young people
- Work in collaboration with the form tutor to provide pastoral support and guidance to young people
- Support the transition and organisation of young people throughout the 24-hour curriculum

### **Specific Duties**

- Under the guidance of the teachers, support in learning activities and assist individuals/group of young people with their learning
- Manage Young People's behaviour in the classroom and apply appropriate and effective behaviour management in line with school policy and individual behaviour support plans
- To work within school policies and procedures
- To attend staff training/meetings as appropriate
- To demonstrate good practice in confidentiality with regard to young people and their learning
- Contribute to and be involved in the development and implementation of the School Improvement Plan

### **Teaching & Learning**

- To develop positive relationships with young people to assist pupil progress and attainment
- To produce resources to support teaching and learning
- To assist with the arrangements for out of school learning activities including the administration and supervision of Young People
- To support the teacher/form tutor in completing, relevant Young People paperwork.
- To assist in providing an atmosphere in which effective learning can take place
- To assist in the monitoring & recording of young people's progress and contribute to assessment for learning

### **Job Related Duties**

- Participate in and organise extracurricular activities, such as outings, social activities and sporting events, which may take place at weekends or in the evening.
- Working with young people and under the direction of the form tutor, promote strategies for independence
- To support the teacher in implementing, monitoring and reviewing young people's individual outcomes
- To support with the medical/personal care needs of young people where required
- Liaise with colleagues regarding learning, behavior and progress
- To contribute to the spiritual, moral social and cultural within school through; class assemblies, the house system, rewards and events.
- To support the promotion of positive relationships with young people, carers, parents, colleagues, other stakeholders and members of the wider community

**Other Job-related Duties**

- To undertake other duties consistent with the scope of the post and within the competence of the post holder as required and directed by the Head Teacher.
- All employees are obliged to adhere to the company code of professional conduct, which is produced in the Employee Handbook.
- All employees are expected to take part in a continuous professional development program as required following annual performance management reviews.

**Safeguarding**

The post holder will:

- Be aware, following training, of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of service users.
- Know how to identify potential abuse or neglect and follow safeguarding procedures.

**Equal Opportunities**

At all times and on all occasions, promote and comply with the Schools commitment to Equal Opportunities.

**Health and Safety**

Have a primary duty of care to self and ensure that appropriate health and safety practices are performed effectively to self and others.

**Confidentiality**

It is expected that all Overton School employees understand the nature of the work is confidential and details about users of our services should not be divulged to members of the public. If there is a breach of this confidentiality, this may result in disciplinary action being taken.

**Other Duties and Responsibilities**

*A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

### Person Specification

<b>Person Specification:</b>	Teaching Assistant Level 2	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b> A = Application form B = Interview C = Test / exercise
<b>Salary:</b>	Level 2 (Qual/Unqual)			
<b>Education &amp; Training</b>				
Good literacy and numeracy skills		✓		A
NOS STL Level 2 or equivalent			✓	A
Training in relevant learning strategies e.g. literacy			✓	A, B
Willingness to participate in training and development as and when identified by line manager as essential for performance of the post		✓		A, B
Willingness to extend personal and professional development		✓		B
<b>Experience</b>				
Working with or caring for children and young people of a relevant age, stage and/or level of ability			✓	A, B
Experience of working in an educational setting			✓	A, B
<b>Knowledge, Understanding &amp; Skills</b>				
Understanding of safeguarding requirements		✓		A, B
Basic understanding of child development and learning		✓		A, B
Understanding of relevant policies/codes of practice and awareness of relevant legislation			✓	A, B
General understanding of the national curriculum and other basic learning programmes			✓	A, B
Positive about children and young people		✓		A, B
Ability to identify and promote students' academic, personal and social progress, and maximise ways of evidencing them			✓	A, B
Effective organisational skills including: <ul style="list-style-type: none"> <li>the ability to construct and present clear, accurate and succinct reports in verbal and written form</li> <li>good time management</li> </ul>		✓		A, B
Effective communication and interpersonal skills including sensitivity and awareness of others' needs		✓		A, B
Team working skills		✓		A, B
Competent in the use of ICT and other technology			✓	A, B, C
Ability to manage resources to good effect			✓	A, B

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<b>Attitudes and Attributes</b>				
Highly motivated and demonstrated commitment and enthusiasm	✓		A, B	
Ability to enthuse and motivate others	✓		A, B	
A positive and energetic approach to work	✓		A, B	
Flexible, approachable and resilient under pressure	✓		A, B	
Commitment to working with other agencies and individuals to support young people's education, welfare and well-being	✓		A, B	
A desire to enable each young person to achieve their personal best outcomes and resolute in challenging barriers to their success	✓		A, B	
Commitment to equality of opportunity and inclusion	✓		A, B	
Willingness to share good practice formally and informally	✓		A, B	
Ability to reflect on own learning needs and actively seek learning opportunities	✓		A, B	
Prepared for and positive about self and external evaluation.	✓		A, B	