Teaching Assistant Level 2
Role Profile

Salary Range: Dorset Grade 5 (SCP5 – SCP6)

Accountable to: Headteacher/Inclusion Leader

Place of Work: The Upton Schools

Hours: 22 hrs 30 minutes per week (Monday – Friday, 8.45am – 1.15pm)

Role Remit:

At Hamwic Education Trust (HET), our TA's, under the direction of the Headteacher/Inclusion Leader are responsible for;

- Working within the school as part of a team, under the general direction of the Headteacher or Inclusion Leader, who will be responsible for the overall policy of the educational programme and for matters of control and discipline within the school
- You may be required to work with whole classes, smaller groups or be assigned to work with particular pupils who may have particular requirements or Statements of their Special Needs.

Main Responsibilities:

1. Support for Pupils

- Undertaking activities with either individuals or groups of children in order to ensure their safety and facilitating their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning, including working without the supervision of the teacher as appropriate.
- Regularly utilising appropriate behaviour management skills in line with the school's relevant work policies, as well as those skills necessary to promote children's thinking.
- Using a variety of interpersonal techniques, establish supportive relationships with pupils, parents and carers.
- Encouraging acceptance and inclusion of children with special needs.
- Promoting and reinforcing the children's self esteem.
- Supervise pupils in designated areas of the school during break time and the lunch hour as required. Ensure their safety, welfare and general conduct through appropriate application of the school's behaviour, health and safety and other relevant policies and procedures.
- Establish safe and appropriate behaviour by effective intervention or by referring to a senior member of staff in line with the school's behaviour policy.
- When supervising play activities, encourage positive and purposeful play and fitness activities, teaching play skills and specific games as required. Supervise the movement of pupils to and from dining and play areas, including any personal hygiene requirements, as necessary.
- The postholder will be expected to positively support pupils in managing their behaviour, using appropriate strategies to encourage engagement, self-regulation, and respectful interactions.

2. Support for Teachers

- Monitoring individual children's needs and reporting these to their teacher as appropriate.
- Keeping records of the children's development as are required by the school.
- Liaising with teaching staff in the planning and delivery of work programmes for individuals and groups of children. There is limited discretion to vary the programme without prior reference to the teacher.

- Within prescribed school guidelines and under the direction of the teacher, implement a range of strategies to engage individuals and groups of pupils, often with differing requirements, in learning and play activities.
- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- Seek guidance from teaching staff, referring more complex decisions as appropriate

3. General School Duties

- Being aware of and working in accordance with the school's policies and procedures.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all the teaching areas, and take appropriate action should the need arise.
- Support the school's first aid procedures by taking any immediate action to attend to sickness or accidents, summoning relevant assistance when needed, and reporting accidents/injuries witnessed to the identified First Aider.
- Respecting confidential issues linked to home, other pupils, teachers, work or school, keeping confidences as appropriate, and acting on these matters as directed by the teacher.
- Participating in the school's appraisal and employee development procedures.
- Attend staff meetings, INSET days, relevant training and development opportunities and contribute to school development.

4. Work Environment

- This is primarily a classroom-based role. Postholders will work as members of school teams, working with teachers, Higher Level Teaching Assistants and pupils to support a positive impact on teaching and learning.
- The role holder may be required to exert moderate physical effort, for example periods of crouching/bending to engage pupils in activities and engaging pupils in play activities and specific games as necessary. There may be an occasional need to move some play equipment, and physically lift pupils for safety or care needs.
- There may be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.

5. Safeguarding:

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Hamwic Education Trust is committed to promoting equality, diversity and inclusion and welcomes applications from all sections of the community.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.

- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature: .....

Employee Signature: .....

Date: .....

HAMWIC EDUCATION TRUST

Teaching Assistant Level 2

Person Specification

All about the child

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Excellent verbal communication skills	**E**
	Ability to observe, monitor and evaluate learning	**E**
	Understanding of school administration systems and procedures and proven administrative experience/ability	**D**
	Ability to create learning materials, displays and pupil resources that support classroom activities as well as other resources	**D**
	Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioral needs, through good written and oral communication skills	**E**

	Ability to understand lesson plans and individual learning plans	**E**
	Ability to maintain children's interest and motivation for learning, engaging children in creative and innovative play	**E**
	Ability to work unsupervised, as well as within a team	**E**
	Ability to use own judgement and initiative	**E**
	Awareness of needs/demands of children and how they act/react	**E**
	Ability to deal with interruptions and unexpected peaks in workload	**E**
	Ability to work with, support, understand and empathise with pupils	**E**
	Ability to respond sensitively and flexibly to competing demands from pupils	**E**
	Ability to manage pupils personal hygiene needs and respond sensitively to pupils needs	**E**
	Ability to supervise and mentor others	**E**
	Ability to handle confidential information with discretion	**E**
	Knowledge and understanding of the national curriculum, including literacy and numeracy strategies	**E**
	Knowledge of school's behaviour and management policy and procedures	**E**
	Knowledge of HET's Child Safeguarding procedures	**E**
	Commitment to equity, diversity, and inclusion	**E**
Qualifications & Training	5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience	**E**
	NVQ Level 2 Qualification	**E**
	Working towards NVQ Level 3 or equivalent	**D**
	First Aid qualification	**D**
Experience	Experience of working with children within a school setting.	**E**
Personal Attributes	Empathy, resilience, and adaptability	
	Professional integrity and confidentiality	
	Commitment to continuous improvement	
	Positive, self motivated and optimistic	
	Emotional resilience and the ability to remain calm and focused under pressure	
	Able to work in a professional manner as part of a team	
	Good organisational and planning skills	