

# JOB DESCRIPTION

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| **Post Title:** | Teaching Assistant - General/Additional Learning Needs (Level 2) | **Department / Service:**  | Education |
| **Hours:** | 30 hours a week, term time only | **Level:** | G02 |
| **Location:** | Ysgol Y Creuddyn | **Job Evaluation Number:**  | GP0008 |
| **Responsible to:** | Headteacher | **Responsible For: (Staff)** | Nil |

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| **Job Purpose:** |
| * To work under the instruction and guidance of teaching and or members of the school leadership team.
* To support individuals and groups of pupils to enable access to learning.
* To assist the teacher in the management of pupils within the classroom and beyond.
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| **Duties and Responsibilities - Job Specific (Support for Pupils)** |
|  | Supervise and provide particular support for pupils, including those with additional learning needs, ensuring their safety and access to learning activities |
|  | Assist with the learning and development of all pupils, including the implementation of Individual Education/Behaviour Plans and Personal Care programmes - including toileting, feeding and mobility |
|  | Following training, administer medication in accordance with the procedures for LEA and school policies |
|  | Promote the inclusion and acceptance of all pupils |
|  | Encourage pupils to interact with the 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 |
|  | Apply strategies to encourage independence and self-confidence |
|  | Provide effective feedback to pupils in relation to programmes and recognise and reward achievement |

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| **Duties and Responsibilities - Job Specific (Support for the Teacher)** |
|  | Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems, etc |
|  | Liaise with the teacher to create a purposeful, orderly and supportive learning environment |
|  | Liaise with the teacher to share short-term planning and specific learning objectives for: identified groups, individuals, whole class |
|  | Monitor pupils’ responses to learning activities and undertake pupil record keeping as requested |
|  | Establish routines to ensure regular and effective feedback is given to the teacher in respect of pupils’ progress towards targets for learning |
|  | Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning |
|  | Administer routine tests and invigilate exams. |
|  | Fulfil clerical and administrative tasks as required, e.g. photocopying, collecting money, filing, administer course work, distributing letters to parents. |

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| **Duties and Responsibilities - Job Specific (Support for the Curriculum)** |
|  | Undertake structured and agreed learning activities/teaching programmes |
|  | Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years, assessment for learning |
|  | Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. |
|  | Undertake programmes linked to local learning strategies, e.g. literacy, numeracy and ICT. |
|  | Support the use of ICT in pupils’ learning and their independence in its use |
|  | Prepare, maintain and use equipment and resources required to meet the agreed teaching programmes and learning activities |
|  | Liaise sensitively and effectively with parents, carers under the direction of the line teacher. |
|  | Participate in meetings with parents and contribute to annual reviews in accordance with school practice |

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| **Duties and Responsibilities - Job Specific (Support for the School)** |
|  | Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
|  | Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig |
|  | Appreciate and support the role of other professionals |
|  | Attend and participate in relevant meetings as required |
|  | Participate in training and other learning activities and professional review as required |
|  | Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes |
|  | 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. |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post:** **Teaching Assistant - General/Additional Learning Needs (Level 2)**

**Date: January 2023**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | Working with or caring for children of relevant age | AF/I | E |  |
| Good numeracy/literacy skills | AF/I | E |  |
| Working when required with pupils with additional needs. | AF/I | E |  |
| NVQ2 for Teaching Assistants or equivalent qualification or experience, e.g. BSL Level 1 qualification | AF/I | E |  |
| General understanding of national/foundation phase, curriculum 14-19 pathways, and other basic learning programme/strategies as appropriate. |  | E |  |
| Understanding of relevant policies/code of practice and awareness of relevant legislation. |  | E |  |
| Training in relevant strategies to support learning | AF/I | E |  |
| First aid training as appropriate | AF/I | E |  |
| Effective use of ICT to support learning. |  | E |  |
| Basic understanding of child development and learning. |  | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is essential. | AF/I | E |  |
| ***Supervision & Management*** | N/A |  |  |  |
| **Creativity & Innovation** | Ability to relate well to children and adults |  | E |  |
| **Contacts &** **Relationships** | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | AF/I | E |  |
| **Decisions / Recommendations** | N/A |  |  |  |
| **Resources** | N/A |  |  |  |
| **Physical Demands** | Use of basic technology - computer, video and photocopier. | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)

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| **Expected Skill/Level Equivalent** | **Level 1****Induction/Basic Skills** | **Level 2** | **Level 3****Specialist Knowledge/skills** | **Level 4****Specialism/Higher Level Teaching Assistant MGT Responsibilities** |
| **Teaching Assistant Supporting & Delivering Learning** | **Working under direction/ instruction****Supporting access to learning*** welfare/personal care
* small groups/one to one
* general clerical/organisational support for teachers
 | **Working under instruction/ guidance****Enabling access to learning*** welfare/personal support – SEN
* delivery of pre-determined learning/care/support programmes
* implement literacy/numeracy programmes
* assist with planning cycle
* clerical/admin support for teacher/department
 | **Working under guidance****Delivering learning*** involved in whole planning cycle
* implement work programmes
* evaluation & record keeping
* cover supervisor
* specialist SEN/subject/other support
 | **Working under an agreed system of supervision/manage-ment****Delivering learning****Specialist knowledge resource*** lead planning cycle under supervision
* delivering lessons to groups/whole class
* management of other staff
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| **Teaching Assistant Behavior/ Guidance** |  |  | **Working under guidance****Delivering learning*** pastoral support
* learning mentors
* behaviour support
* exclusions, attendance
 | **Working under an agreed system of supervision****Manage system/procedures/policy:*** pastoral support
* mentoring/counselling
* behaviour
* exclusions/attendance
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