**NORLINGTON SCHOOL AND SIXTH FORM**

**JOB DESCRIPTION**

**TEACHING ASSISTANT (Level 2)**

**Name:**

**Post:** Teaching Assistant (Level 2)

**Salary Scale:** Scale 3 Point 5-6

**Hours of work:** 34.8 hours per week. 8.40am until 4.25pm Monday to Thursday and alternate Fridays 8.40am to 1.55pm/3.15pm – term-time only (46.6 weeks per year).

**Reports To:** Sally Devlin – SENCO, Associate Assistant Principal

**Purpose of job:** To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom and to supervise intervention after school. Work may be carried out in the classroom or outside the main teaching area.

**Specific Job Content**

The following list of duties and responsibilities should give a detailed flavour of the specific role at Norlington School and 6th Form. However, the successful candidate will need to be adaptable, flexible proactive and be prepared to respond accordingly to the changing and evolving needs of the school and our pupils and families. The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies and those of the Trust.

**Major Tasks**, **Duties and Responsibilities**

1. **Support for Pupils**
* Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
* Supervise and support pupils ensuring their safety and access to learning
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act independently as appropriate.
* Act as a key worker for named children, liaising between the child, the parent and the school to ensure effective communication.
* Make sure you are familiar with and keep up to date with relevant information on students. This includes such documents as EHC plans, pupil passports and assessments by external agencies.
* Ensure that you are aware of all the students on the SEN register in the classes you work in and support them when possible.
1. **Support for the Teacher**
* Liaising with classroom teachers to support their lesson planning when possible
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed
* Undertake pupil record keeping as requested
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gather/report information from/to parents/carers as directed
* Provide differentiated resources where appropriate
1. **Support for the curriculum**
* Support pupils to understand instructions
* Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
* Support pupils in using basic ICT as directed
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
* Participate in SEN and whole school training and use the skills taught when working with students. This will include skills such as scaffolding, questioning, and Bloom’s taxonomy.
1. **Support for the School**
* Be aware of 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
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development 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.
* To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the Child Protection Officer using safeguarding policies procedures and practice.

**Specific Areas of Responsibility within the Student Inclusion Department:**

* To provide before and after school intervention in 1:1 or in small groups, as directed by the SENCo or 2 i/c Student Inclusion.
* To provide lunchtime support for students, as directed by the HLTA/SENCo responsible for co-ordinating lunchtime activities.
* To provide in-class support for identified SEN students in a range of curriculum subjects.
* To provide 1:1 or small group intervention for identified students, as directed by the SENCo or 2 i/c Student Inclusion.
* At times, to supervise interventions delivered online by external tutors.
* To ensure registers of 1:1 or small group intervention are maintained and observations recorded.
* To undertake SEN reviews for identified students in line with the departmental review structure.

**Other requirements:**

* To attend and participate in staff meetings as appropriate.
* To participate in training and performance management as required.
* To be a named First Aid person and/or medication supervision following appropriate training
* To be a named Fire Warden following appropriate training
* To have an up-to-date Enhanced DBS Disclosure.
* The probationary period for this post is 6 months.

**Disclosure and Barring Service**

This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Trust, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service is available on https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants/dbs-application-form-guide-for-applicants