

## TEACHING ASSISTANT (LEVEL TWO) Job Description

<b>Job Title:</b>	Teaching Assistant (Level Two)	<b>Reporting to:</b>	SENDCO
<b>Department:</b>	SEND	<b>Level/ Salary range:</b>	Grade 6 Scale point 6
<b>Safer Recruitment Statement</b>			
The Derby High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
<b>All staff at The Derby High School are required to:</b>			
<ul style="list-style-type: none"> <li>• Work towards and promote the school vision and current aims outlined in the School Improvement Plan;</li> <li>• Support the positive and inclusive ethos of the school;</li> <li>• Support and contribute to the achievement of all students;</li> <li>• Support and contribute to the school's responsibility for safeguarding students;</li> <li>• Undertake professional development activities to enhance personal development and job performance;</li> <li>• To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff and other stakeholders.</li> </ul>			
<b>Main Objectives of Role:</b>			
<ul style="list-style-type: none"> <li>• To contribute to the implementation of the school SEND policy by providing support to students with SEND, including those with SEMH needs, as determined by the Special Educational Needs Coordinator.</li> <li>• To contribute to the development, implementation and delivery of specific intervention programmes for students, in order to maximise their learning and progress.</li> <li>• To establish relationships with students that will assist the development of their self-esteem, confidence, resilience and independence.</li> <li>• To assist other students within the class or group where support for individual(s) with SEND is taking place, appropriate to the learning situation and under the direction of the class teacher.</li> <li>• To promote the acceptance and integration of students with SEND so that they can make a valued contribution to the lessons and to the wider school community.</li> <li>• Have an awareness of the SEND code of practice and its implementation in a school setting.</li> <li>• Have an awareness of SEMH with regard to students who have difficulty self-regulating their emotions.</li> <li>• Promote positive mental health.</li> </ul>			

## **Job Description:**

This appointment is subject to the current conditions of employment of support staff contained in the Support Staff Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school's articles of government. This job description may be amended at any time following discussions between the Headteacher and the member of staff and will be reviewed annually.

Areas of responsibility and key tasks:

### **Support for the Student**

- Supervise and provide support for students in lessons, small groups, one to one sessions, ensuring their safety, engagement and access to learning activities.
- Establish good working relationships with students and interact with them according to their individual needs and potential barriers.
- Promote inclusion and acceptance of all students.
- Encourage students to interact with others, work cooperatively with others and engage in activities led by the teacher.
- Promote self-esteem, resilience and independence, employing strategies to recognise and reward achievement within established school procedures.
- Provide feedback to pupils in relation to progress, achievement and well-being under the guidance and direction of the teacher.
- Provide support to relevant students at key transition points in their school life.
- Provide access arrangements during examinations eg reader/scribe.

### **Support for SENCo/Teacher**

- Assist with the display of students' work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with teaching and support staff use strategies to support students to achieve learning goals.
- Assist the teacher with the preparation of teaching and learning materials and subject matter.
- Monitor students' responses to learning activities and accurately record student achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, barriers to success and subsequent recommendations.
- Promote good student behavior and encourage students to take responsibility for their own behavior in line with established school policy.
- Establish positive and productive relationships with parents/carers.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/learning programmes taking into consideration student needs. Adjust activities according to student

responses/needs.

- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievements and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- Be self-reflective and engage fully with the school's performance development processes and procedures.

### **Support for the School**

- Be aware of and comply with school policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop, especially those most at risk of underachievement.
- Contribute to the school ethos, aims and development.
- 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 support and supervision of students out of directed lesson time, including before and after school and at lunchtime.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

### **All staff at The Derby High School will:**

- Continue personal development as agreed;
- Engage in professional development as agreed;
- Follow and actively promote the school's policies;
- Engage actively in the performance review process;
- Acknowledge that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;
- Within the School's Health & Safety Policy to ensure a safe working environment for all staff and students;
- Be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

### **Information about the Include Department (SEND)**

These posts represent a fantastic opportunity for the right applicants. Our vision is to provide excellent, timely support to ensure all students can meet or exceed their

expectations and thrive in their future endeavours.

The Include Department is a strong, friendly and hard-working team. Achievement and progress of the young people we work with is positive, and they value the support they are given. The SENDCO is very well supported by the Assistant SENDCO, SEND Manager and HLTAs. We also have TA3s developing further specific interventions, enhancing our offer for our young people.

We believe that The Derby High School is a great place to work. This post offers you the opportunity to work in/with:

- A successful school with a strong will and determination to continue to improve.
- A school that has high expectations of all who work here.
- A school that is driven by strong values, invests in its staff and students and has a high regard for their welfare.
- A supportive and cooperative staff team who are committed to their roles.
- A caring school where you can make a real difference to the lives of young people.
- A school that values your wellbeing.

At The Derby High School, there is opportunity for progression in a number of areas, therefore wherever you are in your career journey, we would like to support you. Whether you are looking for additional experience before you begin your teaching journey, or whether you would like to further progress in supporting those students with additional needs, we will endeavour to support you to gain the skills you require.

We look forward to receiving your application.

This job description is current at the date shown below, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be so construed. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Hours of Employment:**

19.5 hours per week, term time only (0.6)

<b>Headteacher:</b>	<b>Ms C H Hubert</b>	<b>Date:</b>	<b>29<sup>th</sup> February 2024</b>
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<b>Updated:</b>	<b>29<sup>th</sup> February 2024</b>
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