

GROVE ACADEMY

JOB DESCRIPTION

POST TITLE: Teaching Assistant - level 2	SALARY: Level 2 SCP 2 £15,260.16 part time/ pro rata salary
CONTRACT TYPE: Term-time (plus INSET days) /permanent - (subject to satisfactory completion of probationary period)/ 34.5 hours	RESPONSIBLE TO: Class teacher/phase leader

DUTIES AND RESPONSIBILITIES
Develops and uses knowledge and skills e.g. literacy, numeracy or science, to contribute to pupil learning.
Assists with the planning, preparation and development of work programmes for groups/individuals. Prepares resources to support a range of learning activities.
Works with small groups or individual pupils to enable learning.
Organises and maintains the learning environment and takes responsibility for aspects of class organisation, administration and display.
Monitors, evaluate and records pupil progress and reports this as directed.
Provides support to the teacher by accompanying pupils on off-site activities.
Works as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
Discusses with the teacher and contributes to curriculum and classroom planning – informally and at meetings.
Maintains confidentiality.
Understands and assists in interpretation of school policies.
Awareness of safeguarding protocol.

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PERSON SPECIFICATION

Teaching Assistant – level 2

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED A = application I = interview R = reference
Appropriate qualifications include:-	YES		A R
<ul style="list-style-type: none"> • Teaching Assistant Qualification – NVQ Level 2 and likely to training towards L3 			
<ul style="list-style-type: none"> • City and Guilds 			
<ul style="list-style-type: none"> • 7231Certificate in Learning Support 			
<ul style="list-style-type: none"> • Open College Network Certificate 			
<ul style="list-style-type: none"> • Specialist Teaching Assistant Certificate (STAC) 			
KNOWLEDGE AND EXPERIENCE			
Experience of working as a teaching assistant within a nursery, primary or secondary setting as appropriate for the phase of the post	YES		A I R
Good level of written and spoken English.	YES		A I
Numerate.	YES		A I
Fluent in speaking another language and able to interpret. (Desirable)		YES	A R
SKILLS AND ABILITIES			
Able to assist with the organisation of the learning environment.	YES		A I R
Good IT skills.		YES	A I R
Able to plan, prioritise and organise own work schedule.	YES		A I
Able to undertake administrative procedures to support the work of the teacher.	YES		A I
Able to follow and interpret instructions and guidance.	YES		A I
Able to clarify and explain instructions to pupils.	YES		A I
Able to communicate effectively with pupils and adults.	YES		A I
Able to work with pupils within school behaviour management policy.	YES		A I R
Able to motivate pupils to learn.	YES		A I R
Able to prepare resources for teaching and learning activities and create displays.	YES		A I R