



## The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

*First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.*

By Working Together  
Sustaining Excellence  
Transforming Learning

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### Job description: Teaching Assistant – Level 2

Salary: Scale 2, Point 3 - 4  
Hours:  
Contract type:  
Reporting to: Head of School / Class Teacher  
Start date:

#### Main purpose of the post:

- To work under the guidance of a Class teacher to enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- To maintain complete confidentiality on all school matters.
- To ensure safeguarding policy and practice is adhered to and maintained at all times.

#### Duties and Responsibilities

##### Teaching and learning - Teaching assistants are expected to:

- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

##### Working with others- Teaching assistants are expected to:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Support the class teacher to keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Work as part of a team and develop effective professional relationships with colleagues

## **Main Tasks:**

- Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Temporarily supervise a whole class during the short-term absence of teachers (under supervision of a teacher in a nearby classroom).
- Establish and maintain a good relationship with pupils.
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement both in the classroom and on the playground as required.
- Undertake playground supervision during the mid-morning break.
- Help pupils with toileting and dressing, paying particular attention to hygiene.
- Supervise children's play involving toys and apparatus and role play under the direction of the teacher.
- Support the use of ICT in the classroom and to help promote e-safety at all times.
- To assist in the maintenance of a safe environment for pupils and staff.
- To assist in the presentation of display materials.
- To assist with supervision during sports activities and educational visits.
- To work with individuals/small groups in or out of the classroom.
- To take part in training activities offered by the school and the county to further knowledge
- To undertake annual training on Safeguarding and to exercise a high degree of vigilance, being consistently aware of the need to follow safeguarding policy and procedures.
- To promote inclusion and equality of opportunity regardless of gender, race, cultural background, ability, religious beliefs, sexual orientation or any additional physical, sensory or emotional needs.

## **Health and safety - Teaching assistants are expected to:**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

## **Professional development - Teaching assistants are expected to:**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Personal and professional conduct – Teaching Assistants are expected to:**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Rutland Learning Trust schools, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

## **Other duties**

All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

All Rutland Learning Trust staff will be required to:

- safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- have proper and professional regard for the ethos, policies and practices of the school in which they work;
- treat pupils, parents/pupil carers, governors, community and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position;
- maintain the confidentiality of data and information;

### **Reviewing**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Postholder's signature:**

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**Headteacher's signature:**

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**Date:**

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## Person specification

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE or equivalent in English and Maths.</li> <li>• Level 2 qualification in relevant field of study.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Certificate in Supporting Teaching and Learning in Schools, Level 2 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)</li> <li>• Experience of working with children</li> <li>• Experience of primary education</li> <li>• A qualification in First Aid</li> <li>• A range of further training in child development and learning.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills.</li> <li>• Excellent communication skills with children, parents and staff.</li> <li>• Active listening skills.</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• A resilient team player with a positive can do attitude.</li> <li>• An ability to adapt to a variety of situations.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to the life and work of the whole school outside the constraints of the working day.</li> <li>• Confident in day to day contacts with parents/carers and staff.</li> <li>• Ability to liaise with other professionals under the supervision of the teacher.</li> </ul>