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| **Job Description** | |
| **Job Title** | **Teaching Assistant Level 2** |
| **Reports to:** | **Department Manager** |
| **Salary:** | Starting from £12,956.93 rising to £15,460.96  (according to experience) |
| **Hours of work:** | 32.5 hours per week; term time only  39 weeks per year including 5 INSET days  6 weeks paid holiday |
| **Job Purpose:** | To work as part of a dynamic support team to undertake learning /support programmes to enable learners to access the curriculum under the instruction /guidance of teachers / therapists and the department manager and co-ordinator. Work may be carried out in the classroom or outside the main teaching area including offsite visits, home tuition, hospital support and incorporates the support of physical and complex medical needs. |
| **Support for Learners** | |
| The post holder will be expected to use good common sense and initiative in all matters relating to:   * The safety, mobility, hygiene and wellbeing of the learners within the manual handling guidelines. * Promote standards of care according to current protocols. * Support inclusion in the classroom, ensuring all learners feel involved with tasks and activities. * Actively encourage learners to act as independently as possible, encouraging them to fulfil their individual potential and promoting their self-esteem. * Provide feedback to learner in relation to their progress and achievements under guidance from the teacher. * Act as a link worker to learners, supporting and advocating on their behalf, meeting the learner’s needs in a way that recognises their opinions and wishes; participate in daily handovers. * Respect and value a learner’s individuality and maintain dignity and respect at all times. * Follow hands on information for learner’s to ensure behaviour, personal care, postural management, sensory needs, eating & drinking guidance, use of switches, therapy plans, communication, mobility, daily health care (including gastrostomy feeds & preparation and/or giving a variety of medications after assessment) etc. to ensure the learners welfare and social needs are met. * Establish and maintain constructive relationships with parents/carers/support workers using appropriate methods of communication. * Undertake structured learning activities, adjusting these according to each learner’s response. * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist learners in their use. * Support the use of ICT in the curriculum. * To assist with the development, planning and implementation of personal progress plans under the direction of the teacher; provide daily feedback * To support and be aware of learners learning in the wider curriculum e.g. outings, swimming, riding etc. as directed by appropriate staff. * By agreement, support home tuition as required | |
| **Support for the School** | |
| * Contribute to and promote the overall ethos/work/aims of the school. * Be aware of and comply with, policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Develop and maintain effective working relationships with other staff. * Appreciate and support the role of other professionals. * Provide clerical / admin support to teacher e.g. photocopying, typing, filing, collection of money. * Contribute to the maintenance of a safe and healthy environment. * Attend and actively participate in training and developmental activities as required. * Provide support for school events e.g. school plays and events. * Following successful probation, participate in performance management reviews. * To conduct oneself in a professional manner at all times. * To attend all relevant training. This may include medical interventions as required by individual learners. | |

*This job description is not exhaustive and is intended only to highlight the core duties and responsibilities.*