



JOB DESCRIPTION & PERSON SPECIFICATION



Job Title:	Level 2 Teaching Assistant
Location:	Godmanchester Bridge Academy
Reports to:	Head of School

Purpose

To assist in promoting the learning and personal development pupils to enable them to make best use of the educational opportunities available to them.

Main Responsibilities

- To aid the pupils to learn as effectively as possible both in group and individual situations, for example:
 - Clarifying and explaining instructions;
 - Motivating and encouraging the pupils by providing levels of individual attention, reassurance and help with learning tasks as appropriate to their needs;
 - Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task;
 - Liaising with class teachers and other professionals about APDRO cycles, contributing to the planning and delivery as appropriate;
 - Providing additional nurture when required,
 - Consistently and effectively implementing agreed behaviour management strategies,
 - Helping to make appropriate resources to support the pupils.
- To establish a supportive relationship with the students.
- Monitor responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To support in developing social skills both in and out of the Classroom.
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To support playground/break time activity.
- To provide regular feedback on learning and behaviour to the teachers.
- Under the direction of the teacher, carry out and report on systematic observations to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.

Godmanchester Bridge Academy is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



- To be aware of confidential issues linked to home/pupil/teacher/school.
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
- To know and apply school policies on Behaviour, Teaching and Learning etc.
- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education.
- Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Teaching Assistant)

Signed..... (Headteacher)

Date.....

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Godmanchester Bridge Academy Person Specification: Level 2 Teaching Assistant	
Criteria	Desirability
QUALIFICATIONS	
A specific qualification relating to the role	Desirable
Participation in personal research relating to learning and/or SEND	Desirable
Educated to GCSE Level or equivalent (GCSE A-C/4-9 in English & Mathematics)	Essential
EXPERIENCE	
Experience in carrying out the role according to the job description	Desirable
Experience in supporting the curriculum requirements across Early Years, Key Stage 1 and/or 2	Desirable
Experience in supporting and promoting positive behaviour in pupils	Desirable
Experience in providing intimate care	Desirable
Recent experience working with children	Essential
PROFESSIONAL COMPETENCE	
Excellent organisational skills	Essential
Effective communication skills	Essential
Ability to contribute to a challenging, resourceful, creative and stimulating learning environment	Desirable
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to provide effective feedback to pupils, colleagues and line managers to support learning	Desirable
Basic ICT skills (word processing, internet use and emails)	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Knowledge and experience in working with children with specific SEND	Desirable
Ability to work as part of a team	Essential
Good time keeping skills	Essential

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