



# OAKLANDS JUNIOR SCHOOL JOB DESCRIPTION



<b>Job Title:</b> Teaching Assistant Level 2	
<b>Reports To:</b> Upper/Lower School Team	
<b>Grade:</b> Grade 4 SCP7 – SCP11	<b>Salary:</b> <i>(As at April 2019)</i> FTE £19,554 – £21,166
<b>Employment Status:</b> Fixed Term – Term Time Only	
<b>Hours of Work:</b> 27.5 hours per week – Monday to Friday – Term Time Only	
<b>Job Purpose:</b> To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.	
<b>Organisation Chart:</b> <pre>graph TD; A[Headteacher] --&gt; B[Deputy Headteacher]; B --&gt; C[Senior Leadership Team]; C --&gt; D[Upper/Lower School Team]; D --&gt; E[Teaching Assistant];</pre>	

<b>Scope of Job</b>	
<b>Financial Accountabilities</b>	NONE
<b>Staff Responsibilities</b>	NONE
<b>Management of Physical Assets</b>	NONE

### **Summary of Main Contacts.**

- Pupils
- Teachers
- Governors
- Other school staff
- Other professionals
- Parents
- Corvus Learning Trust

### **Main Tasks/Accountabilities**

1. Supporting learning for individual pupils and of small groups under the guidance of the classroom teacher/SEND subject co-ordinator and assist with the implementation of lesson plans and facilitate more ambitious learning activities.
2. Assist with IEP (Individual Educational Plans) reviews and share with staff the responsibility for the environment and people of Oaklands Junior School.
3. To aid the teacher in classroom discipline reinforcing the school and teacher's standards of behaviour and tidiness within the classroom.
4. Deliver specific intervention programmes and Speech and Language sessions.
5. Undertake the activities and strategies agreed for individual pupils and small groups.
6. Work with the teacher on individual and group programmes of work, liaising with individual targets and devising strategies to work the targets identified for the pupils.
7. Assist in liaison with other professionals respecting confidentiality and contribute to the observation, record keeping and assessment of pupils.
8. Working in partnership with parents sharing information for the benefit of the children and provide relevant information as required for the evaluation of projects.
9. Monitor, record and analyse pupil data e.g. daily attendance records (as required), prepare class lists, worksheets at the request of the class teacher. Carry out the organisation and collation of pupil reports (as required).
10. Attend staff meetings and planning sessions and INSET Training and help with special occasions in the school's annual calendar (if applicable).
11. Invigilation of examinations (as required).
12. Assist with classroom administrative tasks e.g. photocopying, filing, general examination administration tasks and word process standard letters etc.
13. Administer teacher cover and co-ordinate the tasks for work experience students as required.
14. Escort pupils on school educational trips (if applicable) and First Aid and/or lunchtime/break time playground supervision.

## PERSON SPECIFICATION

### Knowledge/Qualifications:

- NVQ Level 3 / CACHE Level 3 Certificate or equivalent.
- Good standard of general education e.g. GCSE English, Mathematics and Science.
- Knowledge of National Curriculum.
- Specific SEND Training e.g. ASD, Dyslexia.

### Skills/Abilities:

- Knowledge of the national school curriculum.
- Good questioning skills.
- Good observation and assessment skills.
- Ability to work within a team working environment and also able to work independently.
- Excellent communication and interpersonal skills.
- Confidentiality at all times.
- Knowledge of the standard of work expected from pupils.
- Understanding of open-ended questioning and investigative work.
- Understanding the role to assist and supervise pupils on particular tasks.
- The expected outcomes of individual activities the length of time allocated to the task.
- Managing the general housekeeping of classroom and supervision of pupils clearing up.

### Experience:

- At least 2 years' experience of working with children and also working with children with special educational needs is essential.

### Personal Qualities:

- Calm under pressure, adaptable and energetic.
- A caring and positive attitude.
- A good listener and sensitive to pupils' needs.
- A sense of responsibility.
- Positive behaviour management.
- A good sense of humour.
- Flexibility and use of initiative is very important.

### Special Factors:

- Needs to work flexibly to accommodate educational trips (may include residential).
- Responsibility for administering first aid if required, following training.

### Safeguarding Statement

Oaklands Junior School is part of the Corvus Learning Trust. The Corvus Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and individuals that work with our pupils to share this commitment. All successful applicants will be required to undergo an enhanced DBS check.