

LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title:	Inclusion and Extra Curricular Teaching Assistant IEC TA's Level 2
Responsible To:	Senior Assistant Head Teacher – Inclusion
Grade:	Scale 4 – £24,279 – £25,716 Pro Rota
Hours:	35 hours per week

Main Purpose

To work under the instruction/guidance of Assistant Head Teacher of Inclusion to undertake work/care/support programmes, to enable access to learning for pupils, especially those with additional needs and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. To provide service delivery for Carry on Café (ASC), in a welcoming, safe and stimulating environment that is well resourced with activities.

Inclusion and Extra Curricular Teaching Assistant IEC TA's Level 2

Main Responsibilities and Duties

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning and enrichment activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the head teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Under the general direction of the school Senior Leadership Team to work within a team environment to organise facilitate and lead a range of play based activities which include sports, arts and crafts, games, drama, dance, multi-media and adapted activities.
- Under the general direction of the school Senior Leadership Team ensures that equipment is properly maintained and fit for children and staff, prepares activity areas for children and staff, transports and erects equipment during activity changes.
- Under the general direction of school Senior Leadership Team, liaises with parents and carers on day to day information related to activities on matters related to service delivery.
- Under the general direction of The Senior Leadership Team contributes to the setup of activities at the beginning of sessions and clean down at the end of sessions.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings both during and after the school day as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Inclusion and Extra Curricular Teaching Assistant IEC TA's Level 2

Person Specification

Experience	<ul style="list-style-type: none"> Working with or caring for children of relevant age
Qualifications	<ul style="list-style-type: none"> Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this Completion of DfES Teacher Assistant Induction Programme NVQ 2 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. literacy First aid training/training as appropriate
Key Competencies	<ul style="list-style-type: none"> MOTIVATING & ENABLING – Seeks to enable children to fulfil their potential. CARING EFFECTIVELY – Demonstrates sensitivity, respect and kindness towards children, ensuring their needs are met TEAMWORKING - Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues. COMMUNICATING IN WRITING - Conveys written information clearly and accurately to a wide range of recipients. COMMUNICATING ORALLY - Speak confidently, conveying clear messages to wide range of listeners. MAKING DECISIONS - Embraces responsibility for identifying sound and effective solutions to a variety of different problems. PLANNING & MANAGING ACTIVITIES - Effectively manages own workload, prioritising effectively and consistently meeting deadlines. DELIVERING RESULTS - Embraces responsibility and displays a capacity for driving issues forward. DEMONSTRATING ADAPTABILITY – Embraces and contributes towards change in a positive manner. RESPECTING DIVERSITY - Seeks to develop an understanding of different groups & individuals and ensures equitable and appropriate treatment for all. WORKING WITH CUSTOMERS - Committed to securing the best possible service and outcomes for customers. MINIMISING RISK - Retains an awareness of the work environment, ensuring that the safety of customers, colleagues, and self is paramount.
Essential Attributes	<ul style="list-style-type: none"> Proven track record of working well and getting on with other people.

	<ul style="list-style-type: none"> • Can use initiative to adapt in order to deliver the needs of the service • A good sickness absence record
Knowledge & Skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Use of other equipment technology – video, photocopier • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Safeguarding	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.