



**JOB DESCRIPTION**

**PLEASE NOTE – THIS  
JD IS CURRENTLY  
UNDER REVIEW**

**LEVEL 2 TEACHING ASSISTANT**

**RESPONSIBLE TO:** Head of School / Executive Headteacher

**SALARY SCALE:** CLPT 07 – CLPT 11

**WORKING HOURS:** TBC - term time only.  
Annual leave must be taken in school holidays

**LOCATION:** Westcroft School

**DISCLOSURE LEVEL:** Enhanced

**JOB PURPOSE**

- To work as part of a team within school to manage, co-ordinate and provide a complimentary service to existing teachers, welfare and guidance staff
- To monitor and support the needs of students who require help to overcome barriers to learning both inside and outside the school, in order to achieve their true potential
- To facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment

**MAIN DUTIES AND RESPONSIBILITIES**

- To provide learning support for students
- To contribute to planning and preparation of differentiated materials and programmes
- To effectively track and monitor progress, maintain appropriate records and prepare thorough documentation for statutory reviews and inform teaching and learning
- To liaise with teaching staff to ensure continuity of care and support for learning
- To support pupils with intimate care as and when required
- To administer pupil medication as and when required
- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To promote and involve yourself in 'SPACE' programme opportunities
- To be actively involved in personalised behaviour management strategies
- To help to create a climate which enables teaching staff and students to develop and maintain positive attitudes towards learning.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To promote the general progress and well being of all students.
- To work as a team to ensure the implementation of the school's welfare system
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff

<p><b>Safeguarding Statement</b></p> <p>In accordance with CLPT’s Safeguarding Policy and the document ‘Keeping Children Safe In Education’, all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns</p>
<p><b>Responsibilities</b></p> <p>Further Safeguarding Responsibilities  Staffing  Financial  Physical and Information Resources  (List under each heading if appropriate, delete if not required)</p>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Headteacher/ Head of School of this fact immediately.</p> <p>Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School’s / Academy’s relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder’s employment.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.</p>
<p><b>Confidentiality and Data Protection</b></p> <p>The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust’s Whistleblowing Policy is available via the Staff VLE.</p>
<p><b>Equality and Diversity</b></p> <p>CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.</p>
<p><b>Training and Development</b></p> <p>CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities</p>

required to assist them in undertaking their role and meeting safeguarding and general obligations.

**Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

**The Postholder is required to:**

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay..
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To act as exam invigilator when required.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

**Endorsement:**

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

I accept this job description.

Name .....

Signed ..... Date

.....



**PERSONAL SPECIFICATION**

**Level 2 Teaching Assistant**

**RESPONSIBLE TO:** Head of School / Executive Headteacher

**SALARY SCALE:** CLPT 07 – CLPT 11

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**LOCATION:** Westcroft School

Specification	Essential	Desirable	Measured by
<b>Education and Qualifications</b>	<p>Experience of working with pupils with complex cognitive difficulties</p> <p>Further training and CPD around SEN</p> <p>Minimum of GCSE English and Maths Grade C or above (Equivalent Level 2)</p> <p>Use relevant IT packages effectively</p> <p>Appropriate qualification for supporting in a school or working with pupils</p>	<p>Working knowledge of Makaton, PECS, BSL</p>	<p>Application form</p> <p>Interview</p> <p>Qualifications</p>
<b>Experience and Knowledge</b>	<p>Experience of liaising with other colleagues to develop support packages</p> <p>Knowledge of child development</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>An understanding of the varied needs of children as</p>	<p>Experience of working with and assessing pupils working below NC anticipated levels</p> <p>Demonstrate ability to lead and organise colleagues to deliver support packages</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>they develop socially and academically</p> <p>A knowledge of behaviour management techniques that support school and classroom practices</p>		
<b>Skills and Abilities</b>	<p>Working knowledge of Assessment Systems</p> <p>Experience of working with other agencies</p> <p>Working knowledge of Assessment Systems</p> <p>Experience of working with other agencies</p>	<p>Ability to produce detailed reports on pupil progress</p> <p>Competent, confident and imaginative in the use of ICT</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>Training</b>	<p>Experience of working with and assessing pupils working below NC anticipated levels</p> <p>Demonstrate ability to lead and organise colleagues to deliver support packages</p>	<p>Evidence of advanced study in SEN.</p>	<p>Application form</p> <p>Interview</p>
<b>Attributes and Attitudes</b>	<p>Creative</p> <p>Enthusiastic</p> <p>Flexible</p> <p>Stamina and resilience</p> <p>Sense of humour</p> <p>Teamwork</p> <p>Passion for SEN</p> <p>Awareness of work life balance</p> <p>Clear aspirations for professional development</p> <p>Calm approach</p>	<p>Willingness to be involved in the wider curriculum including residential experiences and after school clubs</p> <p>Ability to drive a minibus or willingness to undergo minibus training</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

<b>Safeguarding</b>	Enhanced DBS		
	Overseas criminal check (if required)		Application form
	Self Declaration Form		Interview
	Right to work in the UK		

*The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.*

*CLPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to be committed to the Equal Opportunities Policy.*