

## Teaching Assistant Level 2 – R2L

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| <b>JOB TITLE:</b>    | Teaching Assistant Level 2 – R2L                                      |
| <b>SALARY RANGE:</b> | Grade 3 SCP 7                                                         |
| <b>HOURS:</b>        | 32.5 per week, Term Time                                              |
| <b>REPORTING TO:</b> | Behaviour Manager / Assistant Headteacher – Relationships & Wellbeing |

### JOB PURPOSE

- To work under the instruction and guidance of the R2L Lead and Behaviour Manager and/or members of the school leadership team.
- To support individuals and groups of pupils to enable access to learning.
- To assist the R2L Lead / Behaviour Manager in the management of pupils within R2L and beyond.
- Monitor behaviour referrals via Class Charts and provide support through the on-call system.
- Accurately record pupils' attendance at R2L on SIMS and the R2L Tracker.
- Liaise with staff regarding outcomes and progress of pupils referred to R2L.
- Develop positive, supportive relationships with pupils, helping to overcome barriers to learning and support social, emotional and mental health (SEMH) needs.
- To provide support at tutor time and during social time.

### MAIN DUTIES

#### Support for Pupils

- Supervise and provide particular support for pupils, including those with additional learning needs, ensuring their safety and access to learning activities.
- Assist with the learning and development of all pupils, including the implementation of individual plans in line with the revised ALN Code
- Following training, administer medication in accordance with the procedures for LEA and school policies.
- Following training, strategies and guidance from professionals to support pupils

- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with the others and engage in activities led by the R2L Lead / Behaviour Manager.
- 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 R2L Lead.
- Apply strategies to encourage independence and self-confidence.
- Provide effective feedback to pupils in relation to programmes and recognise and reward achievement.
- To build trusting relationships with the pupils within R2L, supporting behaviour change and helping to overcome barriers to learning.

### **Support for the R2L Lead**

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Liaise with the R2L Lead to create a purposeful, orderly and supportive learning environment.
- Liaise with the R2L Lead to share short-term planning and specific learning objectives for: identified groups, individuals, whole class.
- Monitor pupils' responses to learning activities and undertake pupil record keeping as requested.
- Establish routines to ensure regular and effective feedback is given to the R2L Lead in respect of pupils' progress towards targets for learning.
- Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning.
- Administer routine tests and invigilate exams.
- Accurately record pupils' attendance at R2L on SIMS and the R2L Tracker.
- Fulfil clerical and administrative tasks as required e.g. photocopying, collecting money, filing, administer course work, distributing letters to parents.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years, assessment for learning.
- 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.

- Undertake programmes linked to local learning strategies e.g literacy, numeracy and ICT.
- Support the use of ICT in pupils' learning and their independence in its use.
- Prepare, maintain and use equipment and resources required to meet the agreed teaching programmes and learning activities.
- Liaise sensitively and effectively with parents, carers as agreed with the teacher.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.

### **Support for the School**

- Be aware and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional review as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 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.
- Monitor behaviour referrals via Class Charts and provide support through the on-call system.
- Accurately record pupils' attendance at R2L on SIMS and the R2L Tracker.
- Provide timely feedback to teaching staff with relevant updates for pupils referred to R2L

### **Safeguarding:**

Abertillery 3-16 Learning Community is committed to safeguarding and promoting the welfare of pupils and young people at all times. All staff are responsible for promoting and safeguarding the welfare of all pupils in accordance with the Learning Community's policy. The successful candidate will be required to undergo an Enhanced Check by the Disclosure and Barring Service (DBS).

| Qualifications/Relevant Experience                                                                                           | Essential /Desirable | Application Form | Interview |
|------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|-----------|
| NVQ2 for Teaching Assistants or equivalent qualification                                                                     | E                    | ✓                |           |
| Good numeracy/literacy skills                                                                                                | E                    | ✓                |           |
| EWC registration                                                                                                             | E                    | ✓                |           |
| Proven experience of supporting learners with complex learning and social, emotion and behavioural needs                     | E                    | ✓                | ✓         |
| Training in relevant strategies to support learning                                                                          | E                    | ✓                |           |
| First aid training or willingness to undertake training                                                                      | E                    | ✓                | ✓         |
| <b>Knowledge &amp; Skills</b>                                                                                                |                      |                  |           |
| Effective use of ICT to support learning including the schools MIS (Management Information System) and Class Charts          | E                    | ✓                |           |
| Knowledge and compliance with policies and procedures relevant to child protection and health and safety                     | E                    | ✓                | ✓         |
| General understanding of ALN reform, Curriculum for Wales, and other basic learning programme/strategies as appropriate      | E                    |                  | ✓         |
| Basic understanding of child development and learning                                                                        | E                    |                  | ✓         |
| Ability to relate well to children and adults                                                                                | E                    |                  | ✓         |
| Knowledge of, and ability to implement relational approaches when supporting pupils                                          | E                    | ✓                | ✓         |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | E                    | ✓                | ✓         |