



PRESTON MUSLIM GIRLS
— HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

Teaching Assistant Level 2

Job Description

JOB TITLE:	Teaching Assistant Level 2
RESPONSIBLE TO:	SENCO
SALARY:	Grade 4 – 18,933 – 19,698
HOURS:	30 Hours
CONTRACT:	Fixed Term (with an opportunity for renewal)

MAIN PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school and into the wider community.

Support for Students

- Provide one to one support for students with a statement of educational needs, whilst employing teaching strategies to encourage the students to work with increasing independence within a group and class.
- Supporting the SEND, you will be charged with devising and implementing a development plan to further enhance a department where we are anticipating outstanding outcomes in GCSE
- Responsible for supporting teachers in implementing curriculum and assessment strategies that meet the needs of all pupils.
- Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- Support students' access to the curriculum by differentiating learning activities where appropriate.
- Develop a positive relationship with the students to support progress and attainment and promote self- esteem and independence.
- Support the students as part of a planned inclusion programme and provide intervention strategies and programmes as requested.
- Provide feedback to the students on their progress, achievement and attainment.
- Support the use of ICT in learning activities.
- Deliver intervention and support strategies for specific students as directed by the teacher.

Support for teachers

- Provide advice and support to teachers and other support staff as to the most effective methods of support for pupils with learning needs.
- Liaise with the SENCO/complex needs service as requested to receive and disseminate advice given to effectively support the students across curriculum areas.
- Liaise sensitively and effectively with parents and carers; and in languages other than English

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when necessary skills permitting); and participate in feedback meetings with parents under the teacher's supervision.

- Assist the SENCO in the development, monitoring and review of the student's EHCP or learning plan.
- Attend specific training as and when required or requested by the SENCO.
- Assist in student supervision and management of student behaviour, in line with school procedures.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.
- Support the teacher by contributing to the delivery of local and national learning strategies and recording achievement, progress and providing feedback to the teacher.
- Report on student achievement, progress and issues in a suitable format.
- Administer and contribute to the invigilation of examinations as required.
- Carry out administrative duties such as preparing classroom resources

Support for the school

- Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection.
- Assist in providing an atmosphere in which effective learning can take place.
- Support the promotion of positive relationships with parents and outside agencies.
- Work within school policies and procedures.
- Attend and participate in individual and team meetings as required.
- Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- Accompany teaching staff and pupils on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher.
- Assist with the supervision of students out of lesson time, such as in staff rotas, break time and lunchtime supervision.
- Work as part of a team and support the role of other people in the team.

Supporting the Curriculum

- Gain understanding of GCSE and National Curriculum terminology and general school procedures
- Acquire knowledge of schemes of work including vocabulary
- Implement and evaluate the methods and strategies outlined in the pupil passport/statement
- Enable pupils to achieve the intended outcomes
- Add value to learning and identify progress pupils make in the lesson

Note: This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.

This appointment is with the Governing Body of the school, with the Governors as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to PMGHS's modified pay policy which will apply to this post.

Teaching Assistant

Person Specification

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS				
1.	Breadth of learning at GCSE and equivalent qualifications	E	✓	
2.	GCSE in English and Math's at grades 4 or 'C' and above.	E	✓	
3	A level or equivalent in any subject	D	✓	
EXPERIENCE				
4.	Knowledge and understanding of child development	E	✓	✓
5.	Working within a secondary school.	D	✓	✓
6.	Supporting students who have specific difficulties	D	✓	✓
7.	Evidence of continuous development	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Ability to maintain positive relationships with students and other adults.	E	✓	✓
9.	Ability to encourage and enable others to develop their full potential.	E	✓	✓
10.	Ability to build relationships and to lead and work as part of a team.	E	✓	✓
11.	Effective classroom and behaviour management skills.	E	✓	✓
12.	Ability to communicate effectively in community languages.	D	✓	✓
13	Knowledge of strategies to support students with visual impairment.	D	✓	✓
14	Good ICT skills for word-processing and use of learning software, including online resources.	D	✓	✓
15	Knowledge of the secondary curriculum.	D	✓	✓
16	Ability to maintain confidentiality in all school matters.	E	✓	✓
17	Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations.	E	✓	✓
18	Have a creative approach to problem solving and use this to inspire and motivate students.	E	✓	✓
19	Have excellent communication skills in order to build rapport with children, colleagues, parents and outside agencies both verbally and in writing.	D	✓	✓
20	The ability to record and assess pupils' progress and performance and write reports on student development.	D	✓	✓

21	Knowledge of and the ability to support the delivery of a broad and balanced curriculum programme in order to develop literacy and numeracy.	D	✓	✓
22	Understanding of Microsoft software for demonstrating in the classroom and for administration purposes	E	✓	✓
PERSONAL QUALITIES				
23	A passionate belief in the school's mission statement.	E	✓	✓
24	A strong belief in the value of education in developing citizens.	E	✓	✓
25	Highest levels of professional and personal integrity.	E	✓	✓
26	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
27	Personal resilience, persistence and perseverance.	E	✓	✓
28	Commitment to undertaking additional training where required.	E	✓	✓
29	Sympathetic to the Muslim faith.	E	✓	✓
30	Commitment to safeguarding and promoting the welfare of children and young people	E	✓	✓
31	Willingness to undergo appropriate checks, including enhanced DBS checks	E	✓	✓
32	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	✓	✓
33	Ability to demonstrate patience and firmness	E	✓	✓

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The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

In order to comply with Safer Recruitment, all applications must be on the school Application Form (which is also available from the school or via the website): CVs alone are not acceptable.

Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Check.

Preston Muslim Girls High School is committed to safe-guarding and promoting the welfare of children and young people.

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