

NEW COLLEGE LEICESTER



TEACHING ASSISTANT - LEVEL 2

JOB DESCRIPTION

JOB TITLE Teaching Assistant – Level 2

GRADE/SALARY Grade 3: Points 5-6

HOURS 37 hours per week, 39 weeks per year

RESPONSIBLE TO Director of Learning - Inclusion

RESPONSIBLE FOR Provides support to students to encourage and enhance learning in order that

students meet their potential

MAJOR OBJECTIVES:

These will include, as appropriate, those that reflect key corporate priorities, for example, cultural diversity, social justice, environmental quality and economic prosperity.

- Assists teaching staff with lesson planning and has an understanding of the school curriculum
- Support individual or groups of students during independent/group work
 (e.g. explaining tasks, reinforcing key objectives, concepts or vocabulary;
 using practical apparatus; supporting less able students,
 extending/challenging the more able; assisting in keeping students on task,
 interested, motivated and engaged)
- Monitor and provide for the general care, safety and welfare of students, including tasks connected with the social education of the student. Where students have SEN that includes the need for personal care, provide this within the H & S guidelines as necessary
- To ensure accuracy and confidentiality in dealing with requests and maintaining records.
- To comply with the appropriate Government, Local Authority (LA) and the College's policies, procedures and systems.
- To follow the requisite procedures and legislation regarding confidential information, e.g. the Data Protection Act.
- To be proactive in the implementation of the School's and LA's Equal
 Opportunities policy, Health & Safety regulations and Environment Protection
 policies

Summary of Job Tasks:

The tasks listed are, generally, only those taking at least 10% of the post holder's time.

- Supervision of students in the classroom, and in and around the college.
- Updates and maintains the relevant filing, clerical or computerised record systems, databases, spreadsheets etc. and assists with the inventory management and stock ordering
- Provides general support to other staff.
- Assists in organising, accompanying groups of students/teachers
- Keeps up to date with the relevant guides, procedures, forms, etc. used in the college
- Acts as First Aider, maintains medical inventory, records, liaises with medical staff/authorities

- Assist students in the development of communication skills and role play activity
- Assist in the personal, social and emotional development of students and in the development of self-esteem
- Assist with the supervision of students, including accompanying small groups of students on trips off the school premises, in accordance with an appropriate risk assessment and LEA guidance.
- Use ICT to support children's learning under direction
- Monitor individual or group achievement of key objectives and feedback to the teacher
- Be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, and materials as appropriate.
- Contribute to the assessment of pupils by teachers through observation and reporting
- Record information relevant to the assessment and review of students' progress.
- Attend IEP and statement review meetings, if appropriate.
- Support the implementation of strategies to manage student's behaviour and help manage student's behaviour
- Undertake appropriate administrative tasks.
- Carry out under direction the assessment of individual or groups of students
- Contribute to curriculum planning and evaluation and assist in implementation.
- Assist in the introduction to the lesson and interact with the teacher and students as required
- Have an up-to-date understanding of the role and responsibilities of a level 2 post
- Understand the college's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies
- Liaise effectively with parents/carers, sharing and providing information relevant to the role

Terms of Contract: This position is subject to the satisfactory completion of a six months probationary period



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TEACHING ASSISTANT – LEVEL 2

PERSONAL SPECIFICATION

A. Training and	Sufficient literacy and numeracy to carry out duties	E
education	NVQ level 2 or equivalent as TA. GCSE level qualification in English or	D
	Maths.	D
	IT packages e.g. Word. Excel	E
D	First Aid qualification (or willingness to train)	
B. Experience	Experience of contact with students and parents.	E
	Have experience of TA work	٦
	Have attended some half-day/full day courses on aspects of the autrioutum, and literatur numerous ICT. Forth Vegra, behaviour.	
	curriculum, e.g. literacy, numeracy, ICT, Early Years, behaviour management, SEN, EAL, Teaching and Learning	D
	Lieux against ad the Audentic destina for Tagabian Assistants	D
	Have an in the data and department of the level One at	D
C. Equal	 Have an up-to-date understanding of the level 2 post Must be able to recognise discrimination in its many forms and willing to 	Е
opportunity	put the Equality Policies into practice.	-
D. Knowledge	of the diversity of people from differing backgrounds and culture	Е
and Understanding	 motivations and drive of the students 	ΙĒ
and onderonancing	Have a good level of knowledge and understanding of at least one area	
	of learning, e.g. English, mathematics, science, SEN, Early Years, Key	
	Stage 3 Strategy for literacy or numeracy	Е
	Be able to present information effectively, verbally and in writing, to	
	others (for formal SEN reviews etc.)	E
	Ability to acquire new skills	E
	Be able to take responsibility for planning own work when required	E
A .	Be able to transfer theory/training into practice and demonstrate skills of	_
	problem-solving drawing on relevant experience	E
fl.	of the Health & Safety at Work Act	
E. Other	Able to plan time and organise work effectively.	E
conditions	Show the ability to	
Including any	Prioritise and manage time	
hazardous or	Work under pressure meet deadlines	
environmentally	Be self-motivating To be approached to view a popular	
adverse	To be approachable to young people. Ability and willingness to work with other staff and agencies.	
conditions	 Ability and willingness to work with other staff and agencies. Able to evidence a willingness to have a high profile around the college 	
	and to act as a suitable role model to young people	Е
	 Able to work independently without direct supervision. 	E
	Demonstrate a calm yet firm manner and a sense of humour!	E
	Must satisfy relevant pre-employment checks.	
	This post will involve contact with vulnerable groups (children, young)	
	people and/or adults) and is therefore exempt from the Rehabilitation of	
	Offenders Act 1974 and subject to an Enhanced Criminal Records	
	Bureau (CRB) Disclosure check. This exemption means that applicants	
	for this post are required to declare all criminal convictions, cautions,	
	reprimands and bind-overs both spent and unspent in their application,	
	regardless of the passage of time.	