



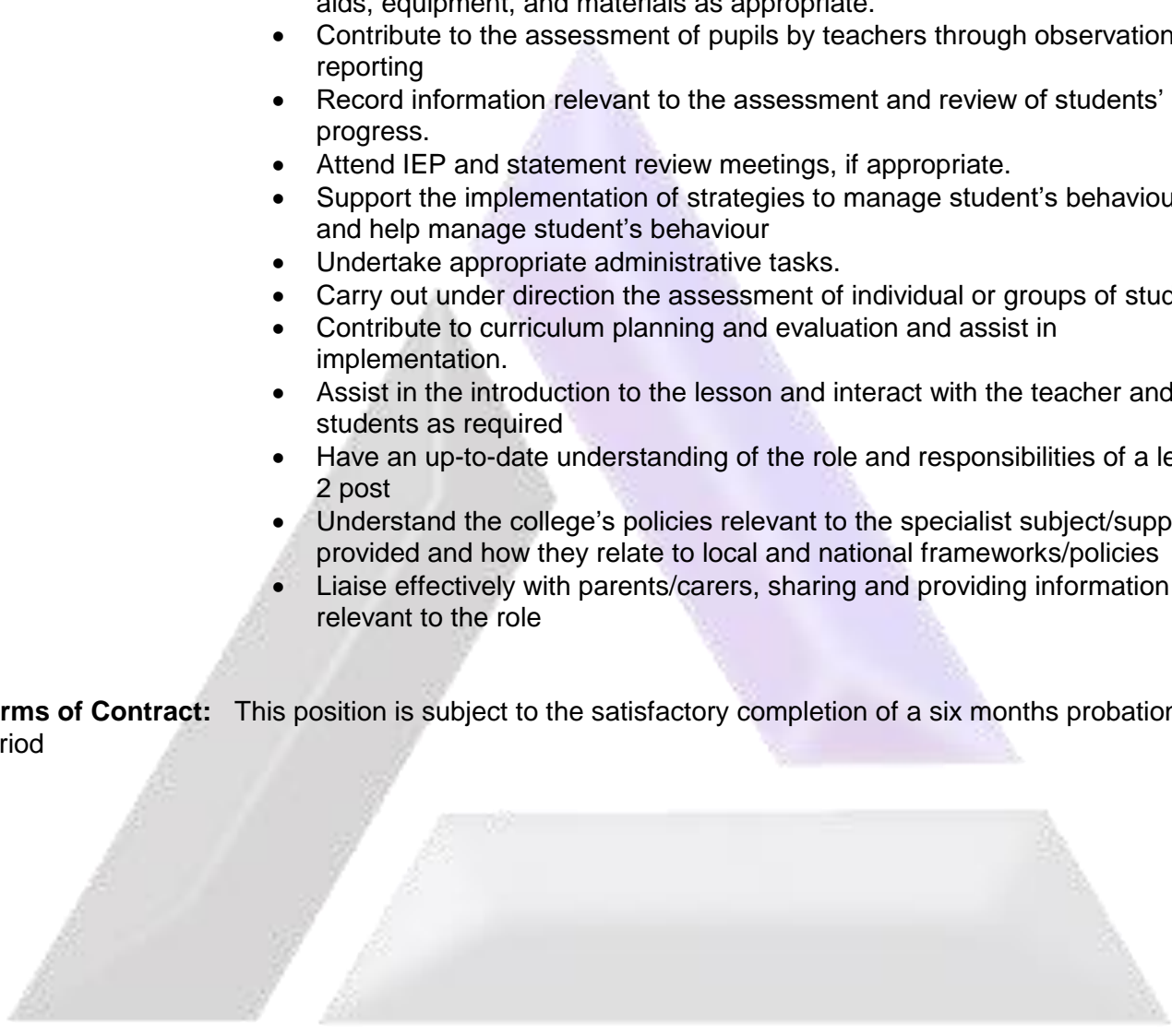
NEW COLLEGE LEICESTER



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: | <p>These will include, as appropriate, those that reflect key corporate priorities, for example, cultural diversity, social justice, environmental quality and economic prosperity.</p> <ul style="list-style-type: none">• 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: | <p>The tasks listed are, generally, only those taking at least 10% of the post holder's time.</p> <ul style="list-style-type: none">• 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

