

LEVEL 2 TEACHING ASSISTANT – JOB DESCRIPTION

Hours of work: 32.5 hours per week (5 Days) TTO or 26 hours per week (4 days) TTO (39 weeks)

Salary FTE: £25,614 to £27,709 plus £1,779 SEN allowance pro rata

Actual salary: £19,941.13 to £21,572.14 plus SEN allowance 5 days / £15,952.91 to £17,257.71 plus SEN allowance 4 days

JOB PURPOSE

- To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

DUTIES AND RESPONSIBILITIES

Support for Students

- Support the activities of individuals or groups of students. Participate in the education of students, including contributing to their health and well-being.
- Support students with special needs such as:
 - Sensory and/or physical impairment.
 - Cognition or learning difficulties.
 - Behavioural, emotional and social development needs.
 - Communication and interaction difficulties.
- Assist with the physical care and medical needs of students including feeding, toileting, and mobility support in line with the guidance.
- Collaborate with teachers, therapists, and other staff to implement effective teaching strategies and interventions.
- Foster a positive and inclusive classroom environment that encourages student engagement and participation.
- Support for Gifted and Talented students.
- Support students during college activities, outings and events.

Support for the Teacher(s)

- Provide support for learning activities by:
 - Supporting the teacher in the planning and evaluation of learning activities.
 - Supporting the delivery of learning activities.
- Support in organising effective learning environments and maintaining appropriate records.
- Support literacy and numeracy activities in the classroom.
- Support the maintenance of student safety and security.
- Contribute to the management of student behaviour by:
 - Promoting college policies with regard to student behaviour
 - Supporting the implementation of strategies to manage student behaviour.
- Undertake routine marking in line with college policy.
- Provide admin support e.g., photocopying, administer coursework
- Monitor and record student progress, providing feedback to teachers and parents.

Support for the College

- Provide support to colleagues.
- Develop own effectiveness in a support role.

Support for the Curriculum

- Support the use of information and communication technology in the classroom.
- Work as required across the curriculum and in all key stages within the college as appropriate to their training and experience.

General

- Individuals have a responsibility for promoting and safeguarding the welfare of students and young people they are responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety.
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the college and Trust:
 - To promote the agreed vision and aims of the college and Trust.
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings and parent's evenings.
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the college.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Executive Principal / Assistant Principal / Teachers
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

LEVEL 2 TEACHING ASSISTANT – PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	- Experience of working with young adults - Some experience of supporting young adults in Literacy, Numeracy and working with SEN groups and individuals - Some experience of using ICT effectively - Knowledge of policies and codes of practice/legislation	AF/I AF/I AF/I AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	- A good understanding of development and learning processes - The ability to follow instructions from the teacher and also be able to work independently - To make effective contributions to the team as appropriate - The experience of and the ability to deal positively with students and parents - The ability to manage behaviour effectively - The ability to implement assessment for learning under the guidance of the teacher - Show initiative and work independently - Ability to work within and apply all college policies e.g. Behaviour Management, Adult Safeguarding, Health and Safety, Equal Opportunities	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willingness to participate in further training and developmental opportunities offered by the college to further knowledge	AF/I
EDUCATION/QUALIFICATIONS (NB Full regard must be paid to overseas qualifications)	- Good numeracy and literacy skills - Good ICT skills - Willingness to undertake relevant professional development, including the Trust's internal Assistant Teacher Development Programme where appropriate	AF/I AF/I AF/I
OTHER	- A flexible and positive attitude - Competent and organised - Patient - Reliable and punctual - Enjoy working with young adults	AF/I AF/I AF/I AF/I AF/I

SAFEGUARDING	- Enhanced DBS is essential - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role	AF/I AF/I
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ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY