**Minsthorpe Community College**

**Job & Person Specification**

**Post Title:** Teaching Assistant (Student Support)

**Grade:** G4 – Point 5-6

**Hours:** Term-time only – 30 hours per week

8.30am-3.00pm Monday to Friday

**Reporting to:** Student Support Manager

**Overall Purpose of Post:**

Under the direction and supervision of a teacher or line manager (eg Higher Level Teaching Assistant), to support students’ learning, to attend to students’ personal needs and to provide general support in managing students and the classroom.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

* Responsibility to provide a safe environment in which children can learn and develop.
* To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

**Employment checks required of this post:**

* Proof of eligibility to work in the UK
* Proof of relevant qualifications (original certificates)
* Two satisfactory references
* DBS Enhanced Disclosure check
* A Prohibition Order check
* A medical assessment prior to commencement of employment.

**Key accountabilities, duties and responsibilities:**

* To assist with the personal needs of students including social, health, physical, hygiene, first aid and welfare matters.
* To assist with the supervision of students ensuring their safety and access to learning.
* To prepare the classroom as directed for lessons and to clear afterwards.
* To assist with the display of work.
* To report to the teacher or line manager any student problems or behavioural difficulties in accordance with college policy.
* To report to the teacher or line manager on student progress and achievements in accordance with college policy.
* To assist the teacher or line manager by contributing as directed to a students’ individual support and provision.
* To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
* To provide general support with learning activities (e.g. literacy, numeracy) to enable students to access their learning.
* To assist with the maintenance of equipment and resources.
* To assist students in using resources, eg ICT.
* To assist with the supervision of students outside of lesson times, including before and after college and at snack breaks. These duties shall be undertaken within the post-holder’s contractual hours.
* To participate in college visits, assisting with activities as required.
* To undertake routine clerical duties including bulk photocopying .

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

**Person Specification:**

|  |  |  |
| --- | --- | --- |
| **Criteria** |  | **Essential/Desirable** |
| **Education, Training and Qualifications** | Level 2 Numeracy / Literacy or willingness to work towards this  Support Work in Schools (S.W.I.S.) Level 2.  Supporting students with S.E.N. Level 2 or 3 qualification | E  D  D |
| **Skills and Knowledge** | Good numeracy/ literacy skills  The ability to relate well with children and adults.  The ability to work as a member of a team.  Appropriate knowledge of First Aid  Use of Technology e.g. ICT.  Child Protection issues  Health, Safety & Security issues.  Data Protection issues.  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | E  E  E  D  D  D  D  E |
| **Experience** | Working or caring for children. | D |
| **Personal Attributes** | Enjoy working alongside young people and adults.  Be supportive of the aims and ethos of Minsthorpe Community College. | E  E |