

LEVEL 2 TEACHING ASSISTANT – JOB DESCRIPTION

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

Salary FTE: £22,737 + £1,628 SEN allowance

Actual salary: £18,968.76 inc SEN for 5 days, £15,175 inc SEN for 4 days

MAIN 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.
- Dealing with the personal care needs of students where appropriate in line with the college guidance.

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 clerical/admin support, e.g., photocopying, collecting money, administer coursework.

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 within the college as appropriate to their training and experience and support students in the work place.
- 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:
 - To promote the agreed vision and aims of the college.
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings and progression evenings.
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of The Hive 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.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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 young adults 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
TRAINING	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • NVQ Level 2 Teaching Assistant qualification (or equivalent) • Good numeracy and literacy skills • Good ICT skills 	AF/I AF/I AF/I
OTHER	<ul style="list-style-type: none"> • 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

<p>SAFEGUARDING</p>	<ul style="list-style-type: none"> • 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 	<p>AF/I AF/I</p>
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