

## **LEVEL 2 TEACHING ASSISTANT/WORK PLACEMENT SUPERVISOR – JOB DESCRIPTION**

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**Grade:** Grade 2  
**FTE Salary:** £22,737 plus £1,628 SEN allowance  
**Actual Salary:** £17,701.32 plus £1,267.44 SEN allowance  
**Hours of Work:** 32.5 hours per week (5 Days) TTO (39 weeks)  
**Contract Type:** Permanent

### **MAIN PURPOSE**

- To support Work Placement Team and teaching staff in the development and education of students specialist skills as appropriate for the workplace and in the classroom.

### **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 Workplace Co-ordinator/Teacher(s), off and on site**

- Provide support for learning activities by:
  - Supporting the teacher in the planning and evaluation of learning activities.
  - Supporting the delivery of learning activities.
  - Provide learning materials to assist students in the workplace and the classroom.
- Support in organising effective learning environments and maintaining appropriate records.
- Support literacy and numeracy activities in the workplace/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.

### **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 workplace/classroom.
- Work as required across the curriculum within the college and support students in the workplace.
- 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:** Assistant Principal / Work Placement Co-Ordinator / Teacher
- **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**

## TEACHING ASSISTANT/WORK PLACEMENT SUPERVISOR – PERSON SPECIFICATION

### Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
<b>EXPERIENCE</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>• Experience of working with young adults</li> <li>• Some experience of supporting young adults in Literacy, Numeracy and working with SEN groups and individuals</li> <li>• Some experience of using ICT effectively</li> <li>• Knowledge of policies and codes of practice/legislation</li> <li>• Clean driving licence, willingness to drive college minibuses / car</li> </ul>	AF/I AF/I  AF/I AF/I  I
<b>SKILLS AND ABILITIES</b> (E.g. Written communication skills, dealing with the public)	<ul style="list-style-type: none"> <li>• A good understanding of development and learning processes</li> <li>• The ability to follow instructions from the Work Placement Co-Ordinator / Teacher and also be able to work independently</li> <li>• To make effective contributions to the team as appropriate</li> <li>• The experience of and the ability to deal positively with young adults and parents</li> <li>• The ability to manage behaviour effectively</li> <li>• The ability to implement assessment for learning under the guidance of the Work Placement Co-Ordinator / Teacher</li> <li>• Show initiative and work independently</li> <li>• Ability to work within and apply all college policies e.g. Behaviour Management, Adult Safeguarding, Health and Safety, Equal Opportunities</li> </ul>	AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the college, to further knowledge</li> </ul>	AF/I
<b>EDUCATION/QUALIFICATIONS</b> (NB Full regard must be paid to overseas qualifications)	<ul style="list-style-type: none"> <li>• NVQ Level 2 Teaching Assistant qualification (or equivalent)</li> <li>• Good numeracy and literacy skills</li> <li>• Good ICT skills</li> </ul>	AF/I  AF/I AF/I
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• A flexible and positive attitude</li> <li>• Competent and organised</li> <li>• Patient</li> </ul>	AF/I AF/I AF/I

	<ul style="list-style-type: none"> <li>• Reliable and punctual</li> <li>• Enjoy working with young adults</li> </ul>	AF/I AF/I
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS is essential</li> <li>• 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</li> </ul>	AF/I AF/I

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