



# Melbourn Village College

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## Job Description

### Level 2 Teaching Assistant – Alternative Provision

#### Reports to: Assistant Principal

**Grade: Scale 2, Points 5 - 6**

**£19,312 - £19,698 FTE**

**32 ½ hours per week (Mon – Fri 0830-1530)**

**Fixed Term- 7 months**

**Part-time also considered**

### Job purpose

The teaching assistant (level 2) is responsible for:

- Providing assistance with the teaching and learning of pupils under the instruction of the AP curriculum coordinator in order to maximise their participation and achievement. This will be both in person and using Microsoft Teams and will be across a range of subjects.
- Providing support with classroom management and with the supervision of pupils, while maintaining a purposeful, orderly, and supportive environment.
- Providing 1-1 and small group support under direction of the AP Coordinator for academic and/or social and emotional interventions.
- Providing general care and welfare to pupils.
- Contributing to the overall ethos, work and aims of the school within the alternative provision.
- Assisting AP pupils in their reintegration back into mainstream lessons.

### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal and line manager.

- Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals.
- Supervise and provide support to individuals and groups of pupils in the alternative provision, including those working remotely, ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
- Contribute to the learning, personal, physical and social needs of pupils, whilst encouraging independence.
- Be aware of and respond appropriately to individual pupil needs.
- Attend to and implement support to meet the personal, social and emotional needs of pupils including mental health.

- Encourage the acceptance and integration of all pupils ensuring equal access to opportunities to learn and develop.
- Liaise with line manager, AP curriculum coordinator and other professionals to ensure support is effective and efficient.
- Work to establish a supportive relationship with parents / carers in order to facilitate strong and constructive links between home and school.
- Plan, prepare and deliver 1-1 and small group lessons, alternative activities and/or support programmes to pupils working in AP, as directed by the AP Coordinator.
- Multitask when necessary as this is the only Teaching Assistant position in AP.
- Undertake pre-determined learning activities and teaching programmes including assessment for individuals and groups of pupils under the guidance of the AP coordinator such as literacy and maths, cultural capital, social skills, and/or individual bespoke programmes.
- Preparation, maintenance and use of teaching materials and equipment, and tidy away materials/equipment as required.
- Produce additional differentiated, adapted or modified curriculum materials, in discussion with the AP coordinator.
- Assist pupils to learn as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions, helping them to access online resources.
- Adopt appropriate strategies and approaches to support and assist pupils in achieving their learning goals.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Motivate and encourage pupils and help them to develop their self-esteem and interaction with others.
- Maintain records of pupil progress, achievement and problems, and provide verbal and written feedback as required to staff and pupils.
- Contribute to Assess, Plan, Do, Review cycles and individual behaviour plans for pupils.
- Provide assistance in the supervision of pupils during breaktimes and lunchtimes.
- Put up and maintain appropriate displays within the AP classroom.
- Understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- Ensure that pupils are aware of the school's behaviour policy and code of conduct, and support pupils to comply with them and to understand the consequences of their behaviour.
- Report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.

## **Administrative**

- Undertake a range of clerical and administrative tasks as required, for example, photocopying, word-processing, filing, emailing, collation of pupil reports, administering coursework.



- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.



- Input and extract information from the school's database system/s as required.
- Collate information, statistics and prepare reports as required by her/his line manager, the Principal and the governing body.

## General

- Attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- Assist in escorting pupils on educational visits and participate in extra-curricular activities as required.
- Invigilate school and public examinations and tests as required.
- Attend relevant meetings and training sessions.
- Undertake training and responsibilities as required.
- Keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate
- To be subject to all relevant statutory and institutional requirements.
- May be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's performance development scheme.

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