

Melbourn Village College

Job Description

Level 2 Teaching Assistant

Reports to SENCO, Student Support

Grade: Scale 2, Points 5 - 6

£19,312 - £19,698 FTE

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

Line of responsibility

The teaching assistant (level 2) will be directly responsible to the SENCO.

Job purpose

The teaching assistant (level 2) is responsible for:

- Providing assistance with the teaching and learning of students under the instruction of the class teacher in order to maximise their participation and achievement.
- Providing support with classroom management and with the supervision of students, while maintaining a purposeful, orderly and supportive environment.
- Providing 1-1 support under direction for academic and/or social and emotional interventions.
- Providing general care and welfare to students.
- Contributing to the overall ethos, work and aims of the school.

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.

Job specification

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- 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 students are aware of the school's behaviour policy and code of conduct, and support students 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.
- Supervise and provide support to individuals and groups of students, including those with special educational needs and disability (SEND), ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability, this may include differentiation, modifying or adapting work in lessons.
- Contribute to the learning, personal, physical and social needs of students, whilst encouraging independence.
- Be aware of and respond appropriately to individual student needs.

- Attend to and implement support to meet the personal and physical needs of students including health and hygiene matters.
- Encourage the acceptance and integration of all students ensuring equal access to opportunities to learn and develop.
- Liaise with line manager, appropriate teaching staff 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.
- Support teaching staff in respect of planning, preparation, assessment and administration, and will communicate and share the needs of SEND students with the teacher.
- Assist with the 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 class teacher, to support teaching programmes enabling pupils with SEND to access learning.
- Contribute to the planning and review of lessons, activities and/or support programmes.
- Undertake pre-determined learning activities and teaching programmes including assessment for individuals and groups of students under the guidance of the class teacher such as social skills, emotional skills, literacy and maths groups or individual bespoke programmes.
- Assist students to learn as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions, hearing students read.
- Adopt appropriate strategies and approaches to support and assist students in achieving their learning goals.
- Adjust learning activities and programmes, in discussion with the class teacher, to assist students achieve their goals.
- Ensure students are able to use the equipment, other specific aids and materials and assist where students are uncertain, such as with meanings of words, spelling, and presentation.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Supervise and to assist students in their concentration in order to complete work set.
- Motivate and encourage students and help them to develop their self-esteem and interaction with others.
- Maintain records of student progress, achievement and problems, and provide verbal and written feedback as required to staff and students.
- Contribute to Assess, Plan, Do, Review cycles and individual behaviour plans for students.
- Provide assistance in the supervision of students during breaktimes and lunchtimes as required.
- Put up and maintain appropriate displays within the classroom and school.

Administrative

- Undertake a range of clerical and administrative tasks as required, for example, photocopying, word-processing, filing, faxing, collation of student reports, administering coursework, collecting and recording payments.

- 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.
- Maintain both manual and computerised record and filing systems in line with requirements.

General

- Attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- Assist in escorting students 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 first aid 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.

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

