



# Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

**ASPIRE ENJOY ACHIEVE**

## JOB DESCRIPTION

### TEACHING ASSISTANT - LEVEL 2

Post-holder: June 2017

Department: Learning Development

Line Managed by: SENCO and Business Manager

Salary Scale:	Grade 3 (Points 11 - 14)	£16,781 - £17,772
Actual Salary		£11,880 - £12,582

Hours of Work: Mon – Friday 8.25am – 3.05pm daily (30.85hrs pw)  
X 38 weeks plus 18hrs (Training days) 1190hrs pa. (70.8% FTE)

#### **Student Support**

- Provide students with level and type of support specified by the teacher.
- Assist with the supervision of students as they arrive to school and moving between lessons.
- Support individual or groups of students during independent/group work (e.g. explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus or specialist equipment).
- Assist students in the development of communication skills.
- Assist in the personal, social and emotional development of students and in the development of self-esteem.
- Monitor and provide for the general care, safety and welfare of students (excluding duties of designated first aid officer). Where students have SEN that includes the need for personal care, provide this within the Health and Safety guidelines as necessary.
- Accompany students as directed within school and on educational visits/trips, in accordance with an appropriate risk assessment and Local Authority guidance.

#### **Teacher Support**

- Provide feedback to the teacher about the learning activities and responses to them.
- Monitor individual or group achievement of key objectives and feedback to the teacher.
- Carry out, under direction, the assessment of individuals or groups of students.
- Participate in record-keeping – e.g. provide verbal and written information to contribute to the planning and review of student progress and support.
- Attend Individual Education Plan (IEP) and Education and Health Care Plan (EHCP) review meetings, if appropriate.
- Support the implementation of strategies to manage student behaviour.
- Undertake routine administrative tasks.

## **School Support**

- Have an up-to-date understanding of the role and responsibilities of a level 2 post
- Participate in induction training for teaching assistants and staff review/performance processes and make use of professional development opportunities.
- Maintain confidentiality according to organisation and legal requirements; adhere to/maintain school policies, routines and codes of conduct and support the ethos of the school.
- Be aware of and practise within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in school.
- Be aware of and practise according to the Child Protection Policy.
- Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post.
- Be available for work for 195 days a year (pro-rata if working less than a 5 day week), including attendance at training and on training days.
- Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
- Understand the roles and responsibilities of others within the school.
- Liaise with parents/carers (as directed).

**Soar Valley College shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.**

**This post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to a DBS Disclosure check.**

This duties outlines in this job description do not necessarily give a comprehensive definition of the post and may be reviewed and amended at any time, after consultation with the post holder.

Non-teaching posts at Soar Valley College are evaluated, for equal pay purposes, using the Leicester City Council Single Status Agreement and this job description is the College's addendum to the relevant (closest fit) 'generic' job description used to evaluate the grading of the post.

Any issues arising in respect of equal pay will always be dealt with by reference to the generic job description and not the College addendum.

The relevant generic job description for this post is Teaching Assistant (Level 2), Post No. E9001. This job description can be obtained via the LCC Extranet or via the Principal's PA upon request.



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## Person Specification Teaching Assistant

Appointment Criteria	Essential/ Desirable	Measurement
<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>English GCSE (A*- C) or equivalent</li> <li>Maths GCSE (A*- C) or equivalent</li> </ul>	E E	3 3
<b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Have experience of TA work</li> <li>Have attended some half-day/full day courses or have current knowledge on aspects of the curriculum, e.g. literacy, numeracy, ICT, behaviour management, SEN, EAL, Teaching and Learning.</li> <li>Have an up-to-date understanding of the role of a teaching assistant in a secondary school.</li> </ul>	D E  E	2 2,4  4
<b><u>Skills</u></b> <ul style="list-style-type: none"> <li>Be able to relate well to both children and adults having good communication and interpersonal skills.</li> <li>Have empathy with students, especially those with learning difficulties.</li> <li>Be patient and have good listening skills.</li> <li>Be able to work effectively in a team.</li> <li>Be able to take direction but be prepared to take initiative when required.</li> <li>Be able to present information effectively, verbally and in writing, to others (for formal SEN reviews etc.)</li> <li>Ability to acquire new skills</li> <li>Be able to take responsibility for planning own work when required</li> <li>Be able to transfer theory/training into practice and demonstrate skills of problem solving drawing on relevant experience</li> </ul>	E  E E E  E E  E	2,4 2,4 2,4 2,4 2,4 2,4 2,4 2,4 2,4
<b><u>Qualities</u></b> <ul style="list-style-type: none"> <li>Be sensitive to the needs of children</li> <li>Be flexible and adaptable</li> <li>Be committed to undertaking appropriate induction training and other short in-service training courses.</li> <li>Be committed to own professional development, and</li> </ul>	E E E E	2,4 2,4 2,4 2,4

