



The Federation of Cherry Oak School and Victoria School, with Victoria College

Based at: Victoria College, Bell Hill, Northfield, Birmingham, B31 1LD

JOB DESCRIPTION

Job Title: Teaching Assistant
Grade: Grade 3

1.0 JOB PURPOSE:

- 1.1 This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- 1.2 To support teaching staff in the development and education of pupils/students including the provision of specialist skills as appropriate.

2.0 DUTIES AND RESPONSIBILITIES:

Support for students (either individually or in groups)

- 2.1 Support the activities of individuals or groups of students
- 2.2 Establish and maintain relationships with individual students and groups.
- 2.3 Contribute to individual Education Plans as appropriate.
- 2.4 Support students during learning activities.
- 2.5 Promote students social and emotional development.
- 2.6 Contribute to the health and well-being of students
- 2.8 Support students with communication and cognition skills
- 2.9 Support students to access the curriculum.
- 2.10 Dealing with the personal care needs of students where appropriate in line with the guidance of the local authority/college.

Support for the teacher (s)

- 2.11 Observe and report on students performance
- 2.12 Contribute to the planning and evaluation of learning activities.
- 2.13 Assist in preparing and maintaining the learning environment.
- 2.14 Contribute to the management of students behaviour.
- 2.15 Contribute to maintaining students records.
- 2.16 Support the maintenance of students safety and security.
- 2.17 Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- 2.18 Undertake routine marking in line with College policy.

- 2.19** Provide general administrative support, for example, administer coursework, produce worksheets etc.

Support for the College

- 2.21** Support the development and effectiveness of team work within the College environment.
- 2.22** Develop and maintain working relationships with other professionals.
- 2.23** Liaise with parents/carers as appropriate.
- 2.24** Review and develop own professional practice.
- 2.25** Work, as deployed, across the curriculum and within the college in accordance with the job.

Support for the curriculum

- 2.26** Support the use of information and communication technology in the classroom.
- 2.27** Individuals have a responsibility for promoting and safeguarding the welfare of young people he/she is responsible for or comes into contact with.
- 2.28** To ensure their tasks are carried out with due regard to Health and Safety.
- 2.29** To participate in appropriate professional development including adhering to the principle of performance management.
- 2.30** To adhere to the ethos of the College
- 2.30.1** To promote the agreed vision and aims of the college
- 2.30.2** To set an example of personal integrity and professionalism
- 2.30.3** Attendance at appropriate staff meetings and parents/carers evenings
- 2.31** Any other duties as commensurate within the grade in order to ensure the smooth running of the school/college.

**OBSERVANCE OF THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**



The Federation of Cherry Oak School and Victoria School, with Victoria College

Based at: Victoria College, Bell Hill, Northfield, Birmingham, B31 1LD

PERSON SPECIFICATION

Job Title: Teaching Assistant

Grade: GR3

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of supporting children/young people in a classroom environment, including those with special educational needs.	AF/I
	Experience of using Information Technology to support pupils in the classroom.	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.	AF/I
	Knowledge of SEN Code of Practice.	AF/I
	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students.	AF/I
	Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher.	AF/I
	Ability to consistently and effectively implement agreed behaviour management strategies.	AF/I
	Ability to use language and other communication skills that students can understand and relate to.	AF/I AF/I

	<p>Ability to establish positive relationships with students and empathise with their needs. Ability to demonstrate active listening skills.</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task.</p> <p>Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</p> <p>Ability to carry out and report on systemic observations of students' knowledge understanding and skills.</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher.</p> <p>Ability to offer constructive feedback to students to reinforce self-esteem.</p> <p>Ability to work effectively and supportively as a member of the college team.</p> <p>Ability to work within and apply all college policies e.g. behaviour management, child/young adult protection, Health and Safety, Equal Opportunities.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
TRAINING	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	<p>NVQ Level 3 for Teaching Assistants or equivalent</p> <p>GCSE Grade C or above/or equivalent in English and Maths.</p> <p><i>Pre 2010 Accepted Essential Qualifications for the post are:</i></p> <p>NNEB, National Diploma Caring, BTEC National Diploma (2 years); Caring Services (Nursery Nursing); BTEC National Diploma in Childhood Studies (Nursery Nursing);BTEC National Diploma Early Years and Childhood Studies; BTEC National Diploma early Years Care and Education; BTEC Level 3 Certificate for Teaching</p>	<p>AF/I</p> <p>AF/I</p>

	<p>Assistants; BTEC National Diploma Early Years; CACHE Level 3 NVQ in Supporting Teaching and Learning in Schools; CACHE Level 3 Certificate in work with Children – Early Years (Accreditation of Prior Experiential Learning APEL); Certificate of Higher Education Learning Assistants; City & Guilds NVQ Level 3 Teaching Assistants; City & Guilds NVQ Level 3 in Supporting Teaching and Learning in Schools; Classroom Support Worker Qualification – secondary (NVQ Level 3 Teaching Assistant equivalent); NVQ Level 3 Teaching Assistants (Accreditation of Prior Experiential Learning (APEL); NVQ Level 3 Child Care and Education; NVQ Level 3 for Teaching Assistants; NVQ Level 3 Childcare and Education; NVQ Level 3 Childcare Learning and Development; National Occupational Standards for Supporting Teaching and Learning in schools NVQ Level 3; Specialist Teaching Assistants (STA); Foundation Degree – Learning Support; Foundation Degree Early Childhood Studies (or Early Years); BA – Early Childhood Studies</p>	
OTHER	<p>Willingness to maintain confidentiality on all college matters.</p>	AF/I
	<p>Willingness to work flexibly across the college to meet college need.</p>	AF/I
	<p>Willingness to undertake the minibus driver qualification within a term of appointment</p>	AF/I

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

Declaration

I have received, reviewed and fully understand the job description for the Level 3 Teaching Assistant position at Victoria College. I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) _____

Employee Signature _____ Dated _____