



Federation of Cherry Oak School, Victoria School & Victoria College

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

Level 2 Teaching Assistant

Term time only

JOB DESCRIPTION

Job Title: Teaching Assistant Level 2

Grade: GR2

1.0 JOB PURPOSE:

- 1.1** To provide additional level 2 teaching assistant support in the classroom during the short-term absence of classroom support staff, dependant on the needs of the college.

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1** Support the activities of individuals or groups of young people. Participate in the education of students, including contributing to their health and well-being
- 2.2** Support students with special needs :
Sensory and/or physical impairment
Cognition or learning difficulties
Behavioural, emotional and social development needs
Communication and interaction difficulties
- 2.3** Dealing with the personal care needs of young people, where appropriate, in line with the guidance of the board of trustees
- 2.4** Provide support for learning activities by:
Supporting the teacher in the planning and evaluation of learning activities
Supporting the delivery of learning activities
Support in organising effective learning environments and maintaining appropriate records
Support literacy and numeracy activities in the classroom
Support the maintenance of student safety and security
- 2.5** 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
Provide support to colleagues
- 2.6** Develop own effectiveness in a support role
- 2.7** Support the use of information and communication technology in the classroom

- 2.8** Individuals have a responsibility for promoting and safeguarding the welfare of young people he/she is responsible for or comes into contact with.
- 2.9** To ensure their tasks are carried out with due regard to Health and Safety
- 2.10** To participate in appropriate professional development including adhering to the principle of performance management.
- 2.11** To promote the agreed vision and aims of the school
- 2.12** To set an example of personal integrity and professionalism
- 2.13** Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of college.



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**PERSON
SPECIFICATION**

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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 working with young people	AF/I
	Some experience of supporting young people in Communication and Cognition and working with SEN groups and individuals	AF/I
	Some experience of using ICT effectively	AF/I
	Knowledge of policies and codes of practice/legislation	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	A good understanding of child development and learning processes	AF/I
	Ability and willingness to work flexibly across college dependant on cover requirements	AF/I
	The ability to follow instructions from the teacher and also be able to work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	The experience of and the ability to deal positively with young adults and parents	AF/I

	The ability to manage behaviour effectively	AF/I
	The ability to implement assessment for learning under the guidance of the teacher	AF/I
	Show initiative and work independently	AF/I
TRAINING	Be willing to undertake training as required for the post	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Good numeracy and literacy skills Good ICT skills	AF/I AF/I
OTHER	A flexible and positive attitude Competent and organised Patient Enjoy working with young people	AF/I AF/I AF/I AF/I
CONTRA INDICATION	Criminal convictions involving offences against children/young people	AF/I

Declaration

I have received, reviewed and fully understand the job description for the Level 2 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 _____