



Job Description – Teaching Assistant Level 2

Location: Brixham College

Grade: Grade C

Responsible to: Learning Support Leader

Hours of Work: 29.5

Revised: May 2021

Aim of the Post:

Support learning of students in line with the SEN Code of Practice enabling them to reach their full potential.

Duties of the Teaching Assistant – Level 2

This is an outline of the range of duties that can reasonably be expected of a Learning Support Assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school. Variations will not change the general character of the job or the level of responsibility entailed.

In conjunction with Supporting the National Occupational Standards for Teaching Assistants

- Produce differentiated classroom resources and keep records
- Demonstrate care and support of pupils
- Provide support for learning activities
- Provide effective support for colleagues
- Support literacy and numeracy activities in the classroom
- Contribute to the management of pupil behaviour
- Support the maintenance of pupil safety and security
- Contribute to the health and well-being of pupils
- Support the use of ICT in the classroom

As part of the Learning Support Faculty's practice:

- Support learning across the curriculum.
- Keep a record of students' barriers to learning for future reference.
- Develop skills necessary to work effectively with students.
- Participate in Teaching Assistants' timetabled weekly meetings.
- Administer reading and spelling tests
- Monitor Individual Education Plans, supporting the target setting process.
- Work with the Learning Support Team Leader accommodating a flexible timetable to support students with barriers to learning.
- Support learning across the curriculum.
- Share best practice with colleagues
- Work with subject teachers to differentiate work.
- Be a mentor for new TAs as part of their induction programme.
- Mentor identified vulnerable students as directed by the Learning Support Team Leader.

- Feed back to the Student Support Team Leader on individual students' learning.
- Comply with the Learning Support Faculty including observations and performance management systems.
- Invigilate internal/external exams as directed by the Learning Support Team Leader
- Act as scribe/reader or other role for internal/external exams as directed by the Learning Support Team Leader.
- Work individually or with a group of not more than 6 pupils to produce support and class work as directed by the subject teacher.
- Provide support for disabled pupils to ensure fair access to the college site and buildings.
- Attend planning, statement review and multi-agency meetings providing collated pupil information representing the views of the support staff.
- Attend recognised training as suggested by the learning Support Team Leader.
- Maintain health and safety within the working confines as outlined by College Policy.
- Accompany pupils on outings/trips, if part of the College day (optional).
- Occasional supervision of a group of pupils in an emergency situation.
- Attend non-pupil days as directed by the Principal.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out any other tasks as directed by the Principal or the Learning Support team Leader.

General

- Supporting the aims of the College
- Support the College in its drive to raise standards for all students
- To support the enhancement and operation of the learning environment of the College
- To adopt, adhere and work within College policies and procedures and help identify, minimise and eliminate health and safety issues
- Attend relevant staff development (internally and externally) and apply the knowledge in the workplace
- Ensure a high level of courtesy and care at all times
- Participate in Performance Management and Professional Development activities as required
- Value diversity and promote equal opportunities
- Work within health and Safety guidelines and be aware of your responsibilities for Health and Safety
- Carry out any other duties commensurate with the post
- To support other staff by covering duties if they are absent from work

College Behaviours

There is an understanding within our community that our students deserve excellence and this is delivered by a belief that excellence is best delivered when there is a shared view on what is important in our school. We believe that how we do something is as important as what we do. How we do things are encapsulated in our professional contract between colleagues. Regardless of position or role within the College, these behaviours apply to all that are part of our community and are derived from our five shared values.

All Colleagues regardless of position or role are leaders therefore:

- Colleagues and students are scrutinising your behaviour all the time and making judgements about you that will affect their discretionary effort and behaviour.
- Even the small things that you say are important and have an impact in either a positive or negative way.
- When colleagues or students decide to follow you, they do so for two reasons: They think that you are competent and they think that you have integrity.

All Colleagues regardless of position or role are:

- Ambassadors to students, colleagues, parents and the name of Brixham College.
- Role Models to our students, colleagues and parents.
- Expected to demonstrate our Values in our actions and behaviours.

High Expectations – Behaviours

- a) Look professional and smart at all times.
- b) Always be punctual and reliable
- c) Celebrate success at every opportunity
- d) Challenge poor or sloppy standards in a consistent, calm and supportive manner
- e) Do not let a student go past you unchecked in terms of uniform/standards/Ps&Qs – *others will be watching what you do!*
- f) Check the college site is clean, acceptable and safe for students to learn
- g) Ensure that desks and work spaces are clear, tidy and professional in appearance
- h) Check classrooms and work spaces are positive environments and surfaces are free from clutter
- i) Check for graffiti, damaged chairs and report to operations team and check to ensure that every issue raised is addressed
- j) Check the quality and condition of displays are high throughout the College and ensure that improvements are carried out

Knowledge - Behaviours

- a) Know what motivates you and colleagues you work with.
- b) Keep things simple and consistent in any message or communication you give
- c) Operate emails, letters, text whether internal or external in line with College's protocols

Character – Behaviours

- a) Smile and be re-assuring to everyone you meet
- b) Remain calm in stressful situations, be approachable, be fair, be consistent.
- c) Be humble – *you can be ambitious and driven for the College but not for you as an individual – why would people follow you?*
- d) Do not make a promise you cannot keep
- e) Keep confidences or people will not trust you
- f) Remember it's what you listen to not what you say that is the most important to colleagues and students
- g) Take responsibility when you get it wrong and be honest and never blame

Leadership - Behaviours

- a) Always have time for every member of staff – *even though you may not have it.*
- b) Be there every day for students and colleagues
- c) Give praise and lots of it but ensure that it is authentic
- d) Deliver difficult or negative messages 'face to face' never by e-mail
- e) Model exemplary behaviour at all times, lead by example and be tidy and organised in your work
- f) Model the way that we speak to students – *short on negative and long on positive*
- g) Pick up rubbish – role model good behaviour and show attention to detail
- h) Speak to as many members of staff and students as possible by name
- i) Visit the people that you line manage and spend time with them in their office or working space
- j) Keep confidential all aspects of Leadership meetings/paperwork

Continuous Improvement – Behaviours

- a) Let the Principal know of any good practice or behaviour demonstrated by staff or students anywhere so that it can be acknowledged by the Principal and acknowledge by you

Above all colleagues at Brixham College should:

- Do what they say that they are going to do when they say they are going to do it
- Give lots of positive feedback to both colleagues and students
- Maintain a relentless focus on high standards in all that they do
- Value diversity and promote equal opportunities at all times

Child Protection:

- ✓ A commitment to the responsibility of safeguarding and promoting the welfare of young people
- ✓ A commitment to safeguarding and the welfare of children and young persons you are responsible for or come into contact with
- ✓ A commitment to undertake Child Protection training
- ✓ An enhanced DBS is required for the post

Brixham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonable expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

I agree and accept the details of this job description:

Signed (Post holder).....

Name.....

Date.....