

## Teaching Assistant Level 2

### Job Description

**Grade: GRA** - *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

2. **Key Responsibilities Support for Students**

- 2.1 Support the activities of individuals or groups of students. Participate in the education of students, including contributing to their health and wellbeing
- 2.2 Support students with special needs (if appropriate to the focus of the role)
- 2.2.1 Sensory and/or physical impairment
- 2.2.2 Cognition or learning difficulties
- 2.2.3 Behavioural, emotional and social development needs
- 2.2.4 Communication and interaction difficulties
- 2.2.5 Dealing with the personal care needs of students where appropriate in line with the guidance of the local authority
- 2.3 Support for Gifted and Talented students

**Support for the teacher(s)**

- 2.4 Provide support for learning activities by
- 2.4.1 Supporting the teacher in the planning and evaluation of learning activities
- 2.4.2 Supporting the delivery of learning activities
- 2.5 Support in organising effective learning environments and maintaining appropriate records
- 2.6 Support literacy and numeracy activities in the classroom
- 2.7 Support the maintenance of student safety and security
- 2.8 Contribute to the management of student behaviour by
- 2.8.1 Promoting college policies with regard to student behaviour
- 2.8.2 Supporting the implementation of strategies to manage student behaviour
- 2.9 Undertake routine marking in line with college policy
- 2.10 Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework

**Support for the college**

- 2.11 Provide support to colleagues

2.12 Develop own effectiveness in a support role

**Support for the curriculum**

2.13 Support the use of information and communication technology in the classroom

2.14 Work as required across the curriculum and in all Key Stages within the college as appropriate to their training and experience.

**General**

2.15 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.16 To ensure their tasks are carried out with due regard to Health and Safety

2.17 To participate in appropriate professional development including adhering to the principle of performance management.

2.18 To adhere to the ethos of the college

2.18.1 To promote the agreed vision and aims of the college

2.18.2 To set an example of personal integrity and professionalism

2.18.3 Attendance at appropriate staff meetings and parents evenings within working hours

2.19 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the college

**3. Supervision Received**

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

~~1. Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

~~3. Plan own work to ensure the meeting of defined objectives~~

**4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

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5. **Special Conditions**

5.1 None

**Person Specification**

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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<b>Criteria</b>	<b>Essential</b>	<b>MOA</b>
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	NVQ Level 2 qualification	AF/C
	Good numeracy and literacy skills	AF/I/T
	Good ICT skills	AF/I/T
<b>Experience</b> Relevant work and other experience	Experience of working with children	AF/I
	Some experience of supporting children in Literacy, Numeracy 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

<b>Skills &amp; Ability</b>	<b>*Delete if not applicable</b>	<b>AF/I</b>
e.g. written communication skills, dealing with the public etc.	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	A good understanding of child development and learning processes	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 students 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	
	Show initiative and work independently	
<b>Training</b>		
<b>Other</b>	Enjoy working with children	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, college transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- ✦ To be aware of the signs of abuse or neglect. ✦ Recognise the signs of abuse and neglect; and ✦ Record and report any concerns or incidents.
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***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***