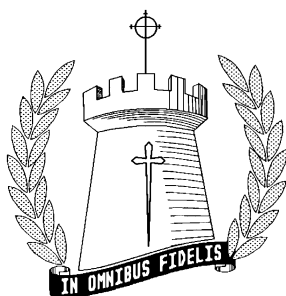


Amended November 2018



ST. DAMIAN'S SCIENCE COLLEGE

JOB DESCRIPTION

TEACHING ASSISTANT LEVEL 2

GRADE: D: APT&C POINTS 16 - 18

POST OBJECTIVE/S:

To work under the instruction/guidance of teacher/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for students with physical difficulties

- To support students within the mainstream classroom to enable him/her to access and respond to the curriculum under the direction of the teacher.
- To assist the pupil in moving safely around the building and accessing the curriculum.
- To support a student with respect to personal care and toileting.
- To participate in the planning and supply of resources for individual learning programmes.
- To support a student as directed during public and College examinations.
- To help control and maintain resources and records – worksheets, books, materials, technological aids and general equipment.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Amended November 2018

SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none">• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses• Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher• Support the use of ICT in learning activities and develop pupils' competence and independence in its use• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
SUPPORT FOR THE SCHOOL
<ul style="list-style-type: none">• 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• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop• Contribute to the overall ethos/work/aims of the school• Appreciate and support the role of other professionals• Attend and participate in relevant meetings as required• Participate in training and other learning activities and performance development as required• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher• Assist with the supervision of pupils out of lesson times, including before and after school, break time and at lunchtime• Be aware of and comply with all the school staff handbook, policies and procedures especially in relation to child protection, health, safety and security, intimate care, confidentiality, data protection; reporting all concerns to an appropriate person• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher• Contribute to the provision of First Aid and care & welfare of all pupils• Assist in covering absent colleagues so that the provision for pupils is maintained• Attend and participate in relevant meetings or events (such as Open Evening) as required

Application & Recruitment Process: Further Guidance to Candidates

Applications will only be accepted from candidates completing the Teacher CES Application Form or Tameside MBC Support Staff Application Form in full. CV's will not be accepted.

On occasion, we receive a high number of applications and therefore we regret that we are unable to reply individually to each application. Applicants who have therefore not heard from us by 5 working days prior to the advertised interview date, must therefore assume they have not been shortlisted for interview.

St Damian's RC Science College seek two references (one must be your current employer) and a faith reference for teaching staff, for all shortlisted candidates prior to the interview (unless candidates have indicated otherwise on their application form). Information requested from referee's will include information relating to performance, attendance, disciplinary records, suitability for the role applied for and the applicant's suitability to work with children.

The recruitment process will vary for each role but will generally involve at least one interview, alongside other suitable recruitment tests, as appropriate. We will also carry out the below checks for all appointments:

Amended November 2018

Pre-employment Checks

In keeping our students safe, all appointments to St Damian's RC Science College will be subject to the following pre-employment checks:

- Receipt of at least 2 satisfactory references, one of which must be the applicant's current (or most recent) employer
- Verification of identity, right to work in the UK, and qualifications
- Receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).
- For teaching posts, verification of successful completion of the statutory induction period
- Verification of medical fitness for the role

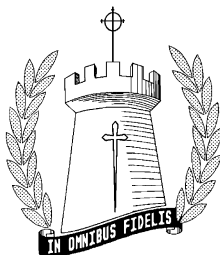
All roles are subject to a 6 month probation period.

Criminal Records

All posts in St Damian's RC Science College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, all posts within St Damian's RC Science College are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as 'spent' must be declared by all applicants. The amendments to the Exceptions Order 1975 (2013) however provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring website.

We recognise that people with criminal convictions face discrimination when seeking employment and so have procedures as part of the recruitment and selection process to guard against further disadvantage. Any information will be treated in the strictest confidence and you will only be prevented from obtaining employment if we consider applicants have a criminal record that makes them unsuitable for work involving substantial access to children/vulnerable people.

Should you require any further information regarding St Damian's RC Science College's application and recruitment process please contact 0161 330 5974



ST. DAMIAN'S SCIENCE COLLEGE

Person Specification

TEACHING ASSISTANT LEVEL 2

Personal requirements of a successful postholder

Education/Qualifications/Membership of Professional Institutions (indicate grade)

GCSE or equivalent English and Mathematics	E
NVQ 2 working towards NVQ 3 or equivalent in relevant subject or 3 years' experience	E
Willingness to undertake further or other training	E
Willingness to undertake relevant induction	E
Be proactive in seeking professional development opportunities	E

Specialised Training

Training in the relevant learning strategies e.g. literacy	E
First aid training	E
Lifting, Handling & Hoisting (training will be provided)	D

Experience

Working with or caring for children of relevant age	E
---	---

Key Skills

Effective use of ICT to support learning	E
Effective use of ICT and other appropriate equipment	E
Use of other equipment technology – video, photocopier	E
Ability to self-evaluate learning needs and actively seek learning opportunities	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E

Key Knowledge

Understanding of relevant policies/codes of practice and awareness of relevant legislation	E
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	E
Basic understanding of child development and learning	E

For information

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.