Job Description & Person Specification
Teaching Assistant Level 2 (SEN)

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Job Description	
Job Title:	Teaching Assistant Level 2 (SEN)
Pay Grade / Scale / Range:	NJC SCP 5-11 (to be confirmed based on experience) SEN Allowance
Benefits & Perks:	Occupational pension scheme, occupational sickness scheme, TOIL / Flexi scheme/ Health benefit scheme
Working hours:	32 hours 55 minutes per week Term time plus 5 days (195 days)
Location:	Based initially at New Bridge College NB: all staff are employed by New Bridge MAT and may be asked to work at any site if required.
Special circumstances:	N/A
Staff responsible to:	Head of School
Staff responsible for:	None
Accountable to:	Chief Executive Officer
Probationary period:	26 working weeks

New Bridge Group
Teaching Assistant Level 2 (SEN)

Purpose of the post

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils within a post-16 setting. To assist the teacher in the management of pupils and work may be carried out in the classroom or outside the main teaching area

Support for the Young People

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations
2. Supervise and support pupils to undertake agreed learning activities / programmes linked to local and national curriculum and personal learning strategies across the key stages relevant to your setting
3. Adjusting activities according to pupil responses and needs, particularly taking account of the objectives in the EHCP and how the pupils' needs may vary on different days
4. The role may include supporting and implementing pupil's personal programmes, relating to social, health, physical, hygiene and welfare matters, and appropriate communication methods
5. To ensure safety, welfare and personal care are attended to with dignity, empathy and respect. The pupils may also need assistance to access different areas of the school. Following appropriate training, to administer first aid to pupils in line with school procedures
6. To support the pupils with eating and drinking, following feeding and swallowing training appropriate to the pupil who is being supported
7. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher
8. Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use
9. To be aware of and support the implementation of individual support programmes; e.g. Behaviour Plans, sensory diets, therapy programmes etc
10. Promote self-esteem and independence amongst pupils
11. Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with NBS/NBC policy

Support for the Teaching Staff

1. Establish constructive relationships with parents and carers, promoting the NBS/NBC home/school liaison policy

2. Assist the teacher with the preparation of teaching and learning materials and resources. Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use
3. Provide detailed feedback to teachers on pupils' achievement, progress, problems etc. as requested
4. Undertake pupil record keeping as requested, and assist with the collation of pupil reports as requested by the teacher, which may involve data inputting.
5. Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
6. Assist with the display of pupils' work
7. Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required
8. Provide clerical support for teachers, e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, administering coursework, production of work sheets for agreed activities

Standard Duties

1. To work across the New Bridge Group if required
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all
3. To uphold and promote the values and the ethos of the college
4. To implement and uphold the policies, procedures and codes of practice of the college, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
5. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
6. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/college
7. To attend and participate in relevant meetings as appropriate
8. To undertake any other additional duties commensurate with the grade of the post

Contacts

Colleagues working within the School, Pupils, Parents/relatives/carers; staff of the local authority Peripatetic services, Educational Psychologists and other education or health care professionals, Governors (where applicable) and visitors to the school

Responsible to:	Head of Site/Designated Line Manager
Responsible for:	Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	24.9.20	SSM	HR Manager
REVIEWED	24.5.21	SSM	HR Manager
REVIEWED	5.4.22	SSM	HR Manager
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	**NVQ 2 for Teaching Assistants or equivalent qualification or experience** **Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework** **Willingness to undertake training in relevant learning strategies e.g. literacy/ Key Stage 3**	Team-teach training First Aid certificate (where appropriate)	AF / I AF / I AF / I
Experience	**Experience of working with children of a relevant age to those within the New Bridge Multi-Academy Trust (4-19 years) who present with communication difficulties, challenging behaviour and complex needs within an educational setting** **Experience of supporting young people to overcome barriers to their personal, social or learning development from a pastoral perspective** **Experience of supporting teaching and learning activities for students, and providing support for the class teacher in the preparation and organisational processes involved in the day to day running of a lesson**		AF / I AF / I AF / I

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
	Experience of working in partnership with classroom teachers to differentiate appropriate interventions for students in relation to the curriculum **Experience of monitoring and assessing student progress and engagement; and providing regular feedback to stakeholders** **Experience of intervening to support students in crisis or trauma by using either emotional or educational support** **Experience of working with learning resources and helping with their preparation to support learning programmes** **Experience of effectively using ICT and other technology and resolving straightforward problems in their operation**		
Skills & Abilities	**The ability to build relationships with students, families, key partners around the students and other adults** **Communication skills to liaise sensitively and effectively with parents and carers and to exchange information to a range of audiences** **A nurturing and empathetic approach to behaviour management**		AF / I AF / I AF / I AF/I

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
	The physical and emotional resilience to support pupils, understanding that all behaviour is a form of communication		AF / I
	Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these		AF / I
	ICT skills to operate a computer and other basic technology such as photocopiers etc.		
	To promote a positive ethos and good role model		
	To continually improve own practice/knowledge through self-evaluation and learning from others		
Knowledge	**Basic understanding of a child's development and learning.**		AF / I
	Understanding of equal opportunities and an awareness of potential barriers children may have around learning		AF / I
	General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies		AF / I
	Understanding of how safeguarding and confidentiality are important when working with children and young people		AF / I
	Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role		AF / I

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Work circumstances	**To work flexibly as the workload and needs of the students demand** **To travel and work at other site within the New Bridge Group as may be required** **Occasional out of hours working to support school functions**		I I I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview