



Job description

Details of the job

Post title:	Teaching Assistant Level 2
Salary grade:	Grade D
Hours:	Various, according to course
Location:	Various, according to course
Reports to:	Curriculum Manager – Learning for Wellbeing and Work
Service area:	Public Health & Wellbeing – Adult Learning Service

Overall purpose of the post

1. To support tutors and adult learners in group learning environments. This may on occasions be supporting an individual with additional needs on a 1:1 basis within the setting.

Principal responsibilities

1. Works under supervision/guidance enabling access to learning, including any additional needs
2. Likely to interact with colleagues, learners, carers, other educational professionals. Attend staff meetings
3. May assist learners within the class, individually or in small groups (sometimes outside the classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the needs of learners
4. Support tutors/learners on visits and trips as required and take responsibility for a group of learners under the supervision of a tutor to meet service delivery requirements
5. Supervise and support learners in the learning environment, including more in-depth support for those with additional needs, to promote independence, self reliance, inclusion and acceptance.
6. Provide straightforward clerical support to the tutor or the service (e.g photocopying, typing, filing, production of handouts)
7. Administer routine tests, invigilate exams, assess and routine marking of learners' work

8. Create and maintain a purposeful, orderly and supportive environment in accordance with session plans and assist in the display of learners' work to support pre-defined learning activities
9. Prepare, maintain and use equipment and resources to support session plans/learning activities to meet the needs of learners and the curriculum. Monitor resource levels and provide simple information
10. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Post Title:	TEACHING ASSISTANT LEVEL 2
Grade	GRADE D
Service Area:	Public Health & Wellbeing – ADULT LEARNING SERVICE

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Appropriate Literacy & Numeracy Skills NVQ level 2 or equivalent</p> <p>OR</p> <p>Proven experience of working with or caring for adults and professional development (CPD) activities within a similar role</p>	<p>Basic knowledge of First Aid</p> <p>GCSE grade A-C or equivalent in English and Mathematics</p> <p>Proven experience of working with adults living with physically disabilities/mental ill health/learning difficulties or disabilities and /or social disadvantage</p>
Experience and Knowledge	<p>General practical understanding of teaching and learning methods appropriate to learners</p> <p>Recent relevant experience in supporting learners in a learning environment</p> <p>Maintain an awareness of the importance of the appropriate use of equipment to minimise waste</p> <p>Appropriate level of data protection and confidentiality awareness</p>	<p>General understanding of the Education Inspection Framework (EIF)</p>

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<p>Ability and Skills</p>	<p>Build and maintain positive constructive working relationships with learners</p> <p>Build and maintain positive constructive relationships with tutors, managers and partners and other agencies to maximise learners' development</p> <p>Ability to work flexibly</p> <p>Ability to travel freely from base to base</p> <p>Appropriate level of IT and key board skills</p> <p>Monitor resource levels and contribute to the ordering process</p>	

Health & Safety and Safeguarding

Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs

Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

A duty of care to ensure that concerns about abuse of children and vulnerable adults are raised in line with Northamptonshire County Council's Safeguarding policy and procedures. As such, you have a responsibility to act on your concerns.