

Teaching Assistant Level 2

32.5 Hours per week

(Part-time/Job Share applications welcome)

Term time +5 days (39 weeks)

Grade 3

JOB DESCRIPTION

Duties & Responsibilities:

Support for students:

- Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being.
- Support children with any of the following barriers to learning:
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Social, Emotional and Mental Health needs
 - Communication and interaction difficulties

Provide curriculum support by:

- supporting the teacher in the planning and evaluation of learning activities.
- supporting the delivery of learning activities.
- Support in organising effective learning environments and maintaining appropriate records.
- Support literacy and numeracy activities in the classroom.
- Support the maintenance of student safety and security.
- Provide clerical/admin support, e.g. photocopying, collecting money, carry out administrative tasks in line with their job role and contribute to and maintain displays around school.
- Support individuals with access arrangements, e.g. reader, scribe, practical assistant.
- Support the use of information and communication technology in the classroom.

Contribute to the management of student behaviour by:

- promoting school policies with regard to student behaviour.
- supporting the implementation of strategies to manage student behaviour.

Other Specific Duties:

- Undertake a break/lunchtime duty on a rota basis.
- Undertake a first aid qualification and support the Medical Needs Coordinator alongside other support staff on a rota and emergency basis.
- Administer routine tests and invigilate examinations where required.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other reasonable duty not mentioned in the above.

Head of School: Siobhan Foster BA Hons Executive Principal: Richard May BSc Hons

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues/students and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Observance of the council's Equal Opportunities Policy will be required.

Level of Supervision:

- Left to work within established guidelines subject to scrutiny by supervisor.