

Teaching Assistant – OLOL Band 3 – Job Description

To work under the direction of the Lead TA, if post exists in school, or the Headteacher or SENCO, to support teaching and learning usually within the classroom to maximise the participation of pupils in the social and academic processes of the school.

Working independently to encourage pupils to become more independent learners and help to raise achievement and attainment for all pupils.

This may be done in the form of one-to-one support, working with small groups or the whole class, to help raise the standard of achievement for all pupils.

Specific responsibilities Key duties:

- Assist the class teacher to plan, differentiate and prepare intervention strategies to improve learning for specific pupils.
- To monitor progress against these targets, planning and implementing further strategies as required.
- Provide support to individuals and groups, enabling them to access the curriculum, whilst monitoring progress and responding to challenges as they arise.
- Provide supervision for whole class unplanned absence.
- To keep parents, carers, families and the Lead TA/line manager fully informed of developments and plans.

Support the pupil by:

- Undertaking learning activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Developing their key curriculum skills by having an awareness of individual needs, targets and the support required to assist the pupils' development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Encouraging acceptance and inclusion of the child with specific needs, while promoting and reinforcing the child's self-esteem.

Support the teacher by:

- Providing support for learning activities by monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Monitoring individual children's needs, maintaining records of the pupils' development and reporting these to their designated supervisor as appropriate.
- Whole class supervision of unplanned absence.
- Providing general support to the teacher in the management of pupils in the classroom and on educational visits.

Support the school by:

- Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- Being aware of school's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Performing any task or duty under the reasonable direction of the Lead TA or a member of the School's Senior Leadership Team.

Person Specification – OLOL Band 3 TA

Essential Criteria

Qualifications

- GCSEs (or equivalent) in English and Maths.

Experience

- Previous experience of working with primary school aged pupils 4yrs – 11yrs.

Knowledge and Skills

- An excellent understanding of how children learn.
- Knowledge and understanding of how to support children in all areas of learning.
- Understanding of factors likely to impact on students' behaviour and well being
- Strong communication skills with pupils, staff, and families.
- Ability to use ICT and other resources to support learning.
- Experience of Safeguarding Policy and Procedure

Personal Attributes

- Excellent communication skills – empathy with children with the ability to relate well to staff and parents.
- Ability to work effectively as part of a team, committed to making a difference.
- Reliable, enthusiastic, highly motivated.
- Calm and professional manner
- Helpful and resilient with high standards.
- Commitment to the Catholic ethos and values of the school.

Desirable Criteria

- Level 3 TA qualification is highly desirable
- Behaviour management qualifications and/or training.
- Knowledge of Safeguarding Policy and Procedure

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.