

Job Description: L3 Teaching Assistant



Title of Post	L3 Teaching Assistant
Grade 6	Grade 6 points 8-11
Accountable To	Headteacher

Main Purpose

- Work with class teachers and colleagues to raise the learning and attainment of all pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
- Assist in the delivery of pupils EHCPs (Education & Health Care Plans)

Duties & Responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Provide information, advice and feedback to pupils in relation to progress, achievement, behaviour.
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Provide personal and intimate care to pupils in accordance with their individual care plans, ensuring dignity and respect.
- Lead and deliver specialist interventions and complete associated intervention administration as directed
- Supervise a class if the teacher is temporarily unavailable

- Play an active role in implementing the school's RADY approach, ensuring disadvantaged pupils receive tailored support, opportunities and high expectations that drive their academic and personal success.
- Undertake any other relevant duties given by the class teacher

Planning

- Under the guidance of the Teacher contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Guide, mentor, supervise and develop other Teaching Assistants/Volunteers.

Meetings

- To attend team or whole school meetings as directed.

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of 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 comply with all schools policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

CEO signature: 

Date:

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Postholder's signature:

Date:

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSE's or equivalent, including English and Maths • Teaching Assistant NVQ Level 3 or have completed training of a similar standard or willingness to complete the qualification. 	<ul style="list-style-type: none"> • Academic or professional qualifications in disciplines relevant to Teaching & Learning, SEND or Child Development. • First Aid Certificate
Work or Relevant Experience:	<ul style="list-style-type: none"> • At least 2 years relevant work experience working in a relevant setting • Curriculum knowledge and transferable skills from other work experience. • Working in an environment where experiences included taking initiative and self-motivation • Working as a member of a team 	<ul style="list-style-type: none"> • 4 - 5 years relevant experience working in an educational setting. • Experience in building strong collaborative relationships • Experience of working within a school environment.
Skills/Knowledge	<ul style="list-style-type: none"> • A good knowledge of school-based education, curriculum areas including child development. • Understanding of SEND • Ability to supervise whole classes • Willingness to participate in training and development opportunities • Excellent ICT skills • Excellent organisational skills • Ability to manage time effectively • Understanding of data protection 	<ul style="list-style-type: none"> • Experience of SEND • Experience of running specialist interventions. • Ability to train, supervise and develop other staff

Person Specification – L3 Teaching Assistant



<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Excellent communication skills • Ability to relate well to children and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to bring to the role, initiative, enthusiasm and commitment • Ability to maintain confidential information • Ability to communicate effectively both verbally and in writing to a diverse range of people 	<ul style="list-style-type: none"> • Specialist skills, training or passions e.g. Art, Music, ICT, History etc • Commitment to getting involved in wider school life and community events.
<p>Special Conditions</p>	<ul style="list-style-type: none"> • Sufficiently fluent in spoken English to ensure effective performance in the role • Able to work at times to meet the needs of the service • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Understanding the importance of safeguarding and promoting the welfare of children. 	