



Job Description and Person Specification

Post title:	SEND/Teaching Assistant Level 3
Accountable to:	
Grade:	DFT 3
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.

During the short-term absence of the class teacher, a Level 3 teaching assistant may be required to supervise the whole class and deliver pre prepared activities.

To provide general support to the class teacher in the management and organisation of the pupil and the classroom.

To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.

To promote the inclusion of all pupils, including those with SEND, ensuring they have equal opportunities to learn and develop.

To be responsible for promoting and safeguarding the welfare of children and young people within the school.

KEY ACCOUNTABILITIES:

SUPPORT FOR THE TEACHER

- Work with the teacher to maintain an appropriate learning environment.
- Work with the teacher in routine lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating routine records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general and routine clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR CURRICULUM

- Implement agreed learning activities/teaching programmes, making appropriate adjustments according to pupil responses/needs.

- Implement the national curriculum e.g. English, mathematics, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Prepare and maintain general and specialist equipment and resources in line with agreed plans and strategies.

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote good behaviours in the learning environment by delivering agreed strategies and interventions.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE SCHOOL

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

3

PERSON SPECIFICATION: SEND/TEACHING ASSISTANT LEVEL

Education & Qualifications	Essential	Desirable
NVQ Level 3 or equivalent in a related area	✓	
Excellent Numeracy and Literacy Skills	✓	
Ability and willingness to participate in training		✓
First Aid		✓
Knowledge & Experience		

Experience of working with relevant age groups within a learning environment, including knowledge of behavioral and learning difficulties.	✓	
Understanding of Classroom roles and responsibilities	✓	
Knowledge of school policies and procedures	✓	
Skills & Abilities		
Ability to understand policy, procedures and legislation relevant to the areas of work	✓	
Ability to encourage pupils to participate in or complete tasks	✓	
Ability to work as part of a team	✓	
Ability to resolve problems understanding when referral is required	✓	
Ability to relate well to children	✓	
Able to use ICT including computer, audio, video equipment and photocopier	✓	
Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality	✓	
Demonstrable ability to develop and plan activities under the direction of the class teacher.		✓
Personal Attributes		
Displays sensitivity to pupils needs	✓	
Ability to maintain confidentiality	✓	
Ability to provide necessary personal care to children	✓	
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Committed to continuous personal development.	✓	
Commitment		

Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites		✓
Is fluent in the use of the English language	✓	