

JOB DESCRIPTION

ROLE: Teaching Assistant Level 3

GRADE: E

BASIS: Term-Time Only

REPORTING TO: Headteacher

JOB PURPOSE:

- This level is applicable to experienced Teaching Assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate

SPECIFIC RESPONSIBILITIES:

Support for Pupils:

- Support the activities of individuals or groups (including activities that are school/class based, external to school (visits) and swimming pool related)
- Participate in the education of children, including to their health and wellbeing.
- Support children with special needs (if appropriate to the focus of the role)
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - Dealing with the personal care needs of children where appropriate in line with the guidance of the Trust
 - Support for Gifted and Talented pupils

Support for Teachers:

- Provide support for learning activities by Supporting the teacher in the planning and evaluation of learning activities and 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 pupil safety and security
- Contribute to Education Health and Care Plans as appropriate
- Contribute to the management of pupil behaviour by
 - Promoting school policies with regard to pupil behaviour
 - Supporting the implementation of strategies to manage pupil behaviour
 - Promote pupils' social and emotional development.
 - Observe and report on pupil performance

- Contribute to the planning and evaluation of learning activities
- Undertake routine marking in line with school policy
- Provide clerical/admin. support, e.g., photocopying, collecting money, administer coursework

Support for the School:

- Supervise the whole class for first day cover for up to 2 sessions a week. Also to cover short periods of time managing the class in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- Undertake joint home visits as appropriate and in line with Forward Education Trust policy.
- Provide support to colleagues
- Develop own effectiveness in a support role Issued June 2021
- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate.
- Review and develop own professional practice

Support for the Curriculum:

- Support pupils to access the curriculum as appropriate to their learning style and needs.
- Support the use of information and communication technology in the classroom

OTHER RESPONSIBILITIES:

- Work as required across the curriculum and in all key stages within the school as appropriate to their training and experience.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. Any areas of concern must be flagged up to the line manager and/or the designated safeguarding lead in a timely manner.
- To ensure their tasks are carried out with due regard to health and safety procedures. Any areas of concern must be flagged up to the line manager and/or the designated safeguarding lead in a timely manner.
- All employees have a duty to remove immediate hazards and to highlight any areas of concern as soon as possible
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents' evenings
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

LEVEL OF SUPERVISION:

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

SPECIAL CONDITIONS:

- Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed.
- Postholders may be expected to work across multiple sites.

REVIEW AND AMENDMENT:

This job description is subject to review at any time with full consultation of the post holder.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	NVQ Level 3 for Teaching Assistants or equivalent GCSE grade A-C or equivalent in Maths and English	Good ICT skills
PROFESSIONAL DEVELOPMENT	It is expected that the postholder will keep their skills and knowledge up to date and relevant	Willingness to participate in further training and developmental opportunities offered by the school and Trust to further knowledge.
EXPERIENCE	Experience of supporting children in a classroom environment, including those with special educational needs Experience of using ICT effectively to support pupils in the classroom Knowledge of policies and codes of practice/legislation around SEND, Safeguarding and working in a school environment	
SKILLS AND ABILITIES	A good understanding of child development and learning processes Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils Ability and willingness to provide short term classroom cover in the absence of the class teacher The ability to follow instructions from the teacher and also show initiative and work independently To make effective contributions to the team as appropriate Ability to establish positive relationships with pupils and empathise with their needs The experience of and the ability to deal	The ability to manage behaviour effectively Ability to work effectively and supportively as a member of the school team

	positively with children and parents Ability to demonstrate active listening skills Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	
OTHER	A flexible and positive attitude Competent and organised Patient Enjoy working with children	

