

# Job Description:



**QUEST TRUST**  
Supporting Young People from  
Early Years to Employment

## Teaching Assistant Level 3

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<b>JOB DESCRIPTION:</b>	Teaching Assistant Level 3
<b>RESPONSIBLE TO:</b>	Headteacher/Teachers/other senior school staff
<b>JOB PURPOSE:</b>	<p>To provide support to teaching staff and students and to oversee access to learning and support programmes and to assist the teacher in the management of pupils and classroom.</p> <p>To supervise whole classes when required and in the short term absence of a teacher and/or to provide support to teaching staff and students.</p> <p>To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust.</p>
<b>LIAISING WITH:</b>	Pupils/students, teachers, senior staff, parents/carers, visitors to the school
<b>SALARY SCALE:</b>	QUEST Grade C, points 5-8
<b>DBS DISCLOSURE LEVEL</b>	Enhanced

### Professional Responsibilities

#### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

### Key Responsibilities

To provide specialist support to students with barriers to learning on a one to one basis, in a small group in or out of the classroom.

To use specialist skills/training/experience to provide particular support for pupils, ensuring their safety and access to learning activities.

To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.

To establish constructive relationships with pupils and interact with them according to individual needs.

To encourage pupils to interact with others and engage in activities led by the teacher.

To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

To manage the behaviour of students whilst they are undertaking work with them according to their individual needs. To support and make use of the schools reward and sanction system.

To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

Under the direction of the teacher to implement learning activities for small groups or class cover.

Work with the teacher to establish an appropriate learning environment and implement learning activities for small groups or class cover.

Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.

To provide planning, preparation and assessment cover as part of the normal working week under the supervision of and support of senior teaching staff.

To assist with the planning of learning activities.

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

To regularly communicate detailed feedback to the teacher on pupils' achievement, progress and challenges.

To provide clerical/admin support, for example photocopying, collection of money, displays

To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.

To accompany staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

Contribute to the overall ethos/work/aims of the Federation and its schools including participation in school events outside of working hours.

To sign and uphold the Federation's Code of Conduct.

Be aware of and support the difference and ensure all pupils have equal access to opportunities to learn and develop.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To plan and deliver before and after school learning activities within guidelines set by the school.

Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with the Keys Federation expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Federation's policy and be responsible for self motivation towards agreed targets.

To undertake Health and Safety Training on areas within the designated work area.

To undertake Paediatric First Aid and Safeguarding Training as per the school training

To undertake exam/test invigilation/support if required.

*The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Person specification:

# Teaching Assistant Level 3

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## ESSENTIAL SKILLS/QUALIFICATIONS

NVQ level 3 or equivalent qualification or comparable level of experience

Good standard of numeracy & literacy skills to NVQ Level 2 or equivalent

Specialist skills/training in curriculum, learning or intervention area

Willingness to undertake further relevant training

Previous experience of working with children of a relevant age

***Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:***

Knowledge of how to use relevant equipment/resources including ICT packages

Understanding of the national/foundation stage curriculum and other basic learning programmes

Understanding of relevant policies, codes of practice and awareness of relevant legislation

Knowledge of Health and Safety

Understanding of the principles of child development and learning processes

***Applicants should be able to provide evidence that they have the following necessary skills and abilities:***

Ability to use different approaches to deal with whole classroom and individual behaviour

Ability to communicate with and relate well to pupils and adults

Ability to work under supervision and as part of a team

Ability to work in accordance with the schools health and safety policies

Ability to recognise own learning needs and seek further opportunities

Ability to deal with minor injuries

To show commitment to sustain excellent attendance at work

Legally entitled to work in the UK