



# St Dunstan's Catholic School

Drayton Road, King's Heath, Birmingham, B14 7LP

*As we grow with God, we learn from each other*

## JOB DESCRIPTION

**Job Title:** Teaching Assistant Level 3

**Grade:** GR3

**Contracted Hours:** 22.5

Monday	Tuesday	Wednesday	Thursday	Friday
8.30 - 4	8.30 – 4.45	8.30 - 4		

### JOB PURPOSE:

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. This could include those requiring detailed or specialist knowledge in a particular area and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

### DUTIES AND RESPONSIBILITIES:

#### Support for pupils (either individually or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Be aware of and contribute to Individual Education Plans as appropriate.
- Develop a 1:1 supportive relationship with children needing particular support to assist in developing and implementing personal care plans and Individual Education Plans, whilst encouraging independence wherever possible.
- Support pupils during learning activities.
- Encourage pupils to interact and work co-operatively with others
- Promote pupils' social and emotional development.
- Contribute to the health and wellbeing of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills



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- Support pupils to access the curriculum.
- Encourage good personal hygiene and assist with necessary self help skills (feeding, toileting, dressing etc.)
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

## **Support for the teacher (s)**

- Observe and report on pupil performance
- Contribute to the planning and evaluation of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour promoting self control and self discipline
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security
- Supervise the whole class in an emergency (until the teacher returns or alternative arrangements are made) or for a very short period of planned absence.
- Undertake routine marking/assessment of pupils work and accurately record achievement/progress in line with school policy
- Provide general administrative support, for example, administer coursework, produce worksheets etc.

## **Support for the curriculum**

- Support the use of information and communication technology in the classroom
- Support pupils to access learning activities through specialist support
- 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.
- To participate in appropriate professional development including adhering to the principle of performance management.
- To uphold the school's policy in respect of child protection matters.

## **Support for the school**

- Support the development and effectiveness of team work within the school environment
- To display pupils work to reflect their achievement
- To supervise pupils on outings and visits
- To treat all information relating to pupils as strictly confidential and to be aware of and comply with school policy and practice.
- Develop and maintain constructive working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job
- 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



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- Attendance at appropriate staff meetings and parents evenings
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

## PERSON SPECIFICATION – LEVEL 3 TEACHING ASSISTANT (EYFS)

<b>CRITERIA</b>	<b>ESSENTIAL</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience of supporting children in an EYFS classroom environment, including those with special educational needs  Experience of using Information Technology to support pupils in the classroom
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	A good standard of education particularly in English and Mathematics  Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment  Knowledge of the SEN Code of Practice.  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 to provide classroom cover – with agreed parameters – in the absence of the class teacher  Ability to consistently and effectively implement agreed behaviour management strategies  Ability to use language and other communication skills that pupils can understand and relate to



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	<p>Ability to establish positive relationships with pupils and empathise with their needs</p> <p>Ability to demonstrate active listening skills</p> <p>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</p> <p>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</p> <p>Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Ability to offer constructive feedback to pupils to reinforce self-esteem</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities</p>
<b>TRAINING</b>	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
<b>OTHER</b>	Willingness to maintain confidentiality on all school matters