

Teaching Assistant Level 3 – Job Description

Job Title:	Teaching Assistant Level 3
Contract Type:	Full Time / Fixed Term
Salary:	Apprenticeship rate in year 1, national minimum wage year 2
Reports to:	Trust Headteacher

Overall purpose of the post

The Teaching Assistant Level 3 works in partnership with teachers to plan, deliver and evaluate learning activities for individuals and groups of pupils. The postholder uses their own initiative and professional judgement to support pupils' learning, behaviour and personal development, including those with special educational needs and disabilities (SEND), and contributes to assessment, planning and reporting within agreed systems of work.

Main duties and 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, where appropriate, those with special educational needs and disabilities (SEND)
- Plan and deliver learning activities for individuals and groups under the guidance of the teacher, including intervention programmes and catch-up support.
- Adapt and modify learning activities in response to pupil progress, behaviour and engagement.
- Provide detailed feedback to teachers on pupil progress, barriers to learning and next steps.
- Support pupils' emotional wellbeing, behaviour regulation and engagement using agreed strategies.
- 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
- Support pupils with complex special educational needs and/or disabilities (SEND), including emotional, behavioural and communication needs, using agreed strategies and intervention programmes.
- 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
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning, Assessment and Reporting

- Contribute to the planning, delivery and evaluation of learning activities
- Support the assessment of pupils by observing, recording and reporting progress
- Maintain accurate records of pupil achievement, behaviour and engagement
- Contribute to Individual Education Plans, EHCP reviews and behaviour support plans as directed by the teacher or SENDCo

Support for the curriculum

- Deliver and adapt learning activities and intervention programmes for individuals and groups, using professional judgement to meet pupils' needs.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support for the Academy

- Be aware of and comply with 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 support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Provide guidance and support to less experienced support staff, as directed.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, within normal contractual hours
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under supervision of the teacher

Safeguarding

- To provide a high standard of duty of care for colleagues and pupils and to comply with all legislation and guidance relating to child protection. All duties must comply with statutory guidance in Keeping Children Safe in Education (KCSIE).
- Recognise, respond to and report safeguarding concerns in line with academy procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the academy, combined / Local Academy Committee, Trust Board.
- Ensure that all policies and procedures adopted by the Board and the Local Academy Committee are followed.
- Ensure all safeguarding training is completed.

Equal Opportunities and Data Protection

- Uphold responsibilities under the Equality Act 2010 by addressing and preventing unlawful discrimination.
- Ensure compliance with the Data Protection Act (2018) and Freedom of Information Act (2000).

Other Duties

- Make a positive contribution to the wider life and ethos of the academy
- To follow and actively promote the academy's ethos and policies
- Demonstrate commitment to St. Chad's and academy's, values and ethos
- Comply with the Health and Safety policy and undertake risk assessments as appropriate
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

Any other duties which are commensurate with the grading of the post. This job description will be adapted through negotiation with successful applicant, in order to fully suit the need of the post. Any adaptations will remain compliant with NJC pay and conditions agreement and safeguarding requirements.

Teaching Assistant Level 3 – Person Specification

Person Specification – Teaching Assistant Level 3 <i>A=Application I = Interview O = Other</i>	Essential / Desirable	How assessed
Qualifications & Training		
NVQ Level 3 (or equivalent) in Supporting Teaching and Learning, Child Development or a related field	E	A/I
Good literacy and numeracy skills	E	A/I
First aid training or willingness to undertake	D	A/I
Training in relevant learning strategies (e.g. literacy, numeracy, phonics)	D	A/I
Commitment to undertake training relevant to the role including safeguarding and SEND	E	A/I
Teaching & Learning Support		
Ability to plan and deliver learning activities for individuals and small groups under teacher guidance	E	A/I
Ability to implement structured learning and intervention programmes	E	A/I
Ability to adapt activities in response to pupils' learning and engagement	E	A/I
Ability to mark and assess pupils' work in line with academy policy	E	A/I
Ability to use ICT to support learning	E	A/I
Understanding of the primary curriculum and basic learning strategies	E	A/I
Particular strength in a curriculum area	D	A/I
Understanding of assessment, record keeping and reporting	D	A/I
SEND & Pastoral Support		
Ability to support pupils with special educational needs and/or disabilities (SEND), including emotional and behavioural needs	E	A/I
Understanding of child development and how children learn	D	A/I
Ability to support pupils' welfare, personal care and wellbeing	D	A/I
Commitment to inclusion and equality of opportunity	E	A/I
Ability to manage behaviour and support pupils to regulate emotions	E	A/I
Professional Practice		
Ability to work independently within an agreed framework, using initiative and professional judgement	E	A/I
Ability to work effectively as part of a team	E	A/I
Ability to communicate effectively with pupils, teachers and parents	E	A/I
Ability to maintain accurate and confidential records	E	A/I
Understanding of safeguarding, child protection and professional boundaries	E	A/I
Understanding of relevant policies, codes of practice and legislation	E	A/I
Experience		
Experience of working with or caring for children of relevant age	E	A/I

Experience of delivering learning or intervention activities to individuals or small groups	E	A/I
Experience of supporting pupils with additional or complex needs	D	A/I
Professional Development		
Commitment to continuous professional development	E	A/I
Evidence of working towards further qualifications	D	A/I
Ability to support the induction of new support staff	D	A/I

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to safer recruitment checks in line with Keeping Children Safe in Education (KCSIE), including an Enhanced DBS check with a Children's Barred List check, verification of identity and the right to work in the UK, online searches, medical fitness to work and, where applicable, a Disqualification by Association declaration.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all convictions, cautions, reprimands and final warnings, unless they are protected under the DBS filtering rules. If you are barred from working with children, you will be committing a criminal offence by applying for this post.