



Teaching Assistant Level 3



Harbour
Learning
Trust

Purpose of Post

To work with whole classes/ groups or individual children as directed, providing support to the Principal and Teacher across a range of child centred activities which promote child development and learning. This post will take responsibility for some development and leading of specific teaching and learning tasks within a whole classroom setting.

Main duties and responsibilities

- Prepare, and deliver specified learning activities to individuals, small groups, or classes, modifying and adapting those activities as necessary to meet the needs of the pupils.
- Assist with the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals liaising with external agencies as appropriate.
- Demonstrate an understanding of the National Curriculum and use this to contribute to the planning of the learning cycle
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management;
- Advance pupils' learning in a range of classroom settings, including working with whole classes for short periods under an agreed system of supervision and supporting the teacher in the preparation of the classroom environment;
- Promote development and learning in the pupils you support (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development;
- Uphold policies and procedures relating to child protection and data protection.
- Assist with the movement of children in and around the school;

Job Description :

TEACHING ASSISTANT LEVEL 3

Contract type:	Permanent
Salary:	Scale 3, Points 5-6 £25,583 - £25,989 (FTE) £19,135 - £19,438 Actual
Reports to:	Principal
Location:	Hartsholme Academy, Lincoln

General;

- To undertake any training commensurate to the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trusts Equal Opportunities Policy
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

Qualifications & Training	<ul style="list-style-type: none"> • GCSE Grade C or equivalent in English and Maths • Level 2 or equivalent qualification or significant experience in support students learning in a similar role, 	<ul style="list-style-type: none"> • Evidence of continuous professional development and training • Level 3 qualification • Evidence of specialist training (e.g. ELSA training, or advanced Phonics/Autism certification).
Experience	<ul style="list-style-type: none"> • Significant experience of working in an educational setting with responsibility for leading small group interventions or whole-class support 	<ul style="list-style-type: none"> • Previous experience in supporting children of relevant age and experience in contributing to the assessment and tracking of pupil progress over time."
Professional knowledge & understanding	<ul style="list-style-type: none"> • Comprehensive knowledge of safeguarding procedures • In depth knowledge of the national Key Stage (KS) curriculum and child development and learning. • Experience in contributing to the assessment and tracking of pupil progress over time." 	<ul style="list-style-type: none"> • Specialist knowledge of SEN Code of Practice and experience implementing Education, Health and Care Plans (EHCPs).
Skills	<ul style="list-style-type: none"> • The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships with pupils and understanding their needs • Ability to lead and take initiative in the classroom, including making pedagogical decisions during the delivery of interventions • Ability to work as part of a team • Ability to communicate effectively with parents, carers, and external professionals regarding pupil welfare and academic progress 	
Personal Attributes	<ul style="list-style-type: none"> • A flexible and positive approach and a strong work ethic • Excellent time management and organisational skills • Attention to detail • High integrity with an ethically sound approach to building internal and external relationships • A commitment to the DANCE values • Friendly and approachable 	

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