



## Saltley Academy - Job Description

### Post Holder:

### Job Title: Teaching Assistant Level 3

Saltley Academy recognises that each young person is an individual and is committed to ensuring that no student feels that they are at a disadvantage to their peers. The aim of the Inclusion Department is to equip each young person with skills and strategies to enable them to access, enjoy and succeed in school, allowing them to achieve their full potential in education.

**Grade: GR3**

#### **1.0 JOB PURPOSE:**

- 1.1** This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- 1.2** To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.
- 1.3** To support students with SEND to access their education including 1:1 support where required

#### **2.0 DUTIES AND RESPONSIBILITIES:**

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

- 2.1** Support the activities of individuals or groups
- 2.2** Establish and maintain relationships with individual pupils and groups.
- 2.3** Contribute to Individual Education Plans as appropriate.
- 2.4** Support pupils in learning activities during structured and unstructured times
- 2.5** Promote pupils' social and emotional development.
- 2.6** Contribute to the health and well being of pupils.
- 2.7** Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- 2.8** 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 and personal care needs
- 2.9** Support pupils with literacy and numeracy skills
- 2.10** Plan and deliver appropriate interventions to ensure progress in Literacy, Numeracy skills and social skills
- 2.11** Support pupils to access the curriculum.
  - Support pupils in their Social Emotional and Mental Health development
  - Support pupils in meeting their Education and Health Care Plan targets
  - Act as an advocate for pupils with SEND by communicating their needs to school staff
  - Lead on the evaluation and review of interventions programmes including their effectiveness

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

- 2.12** Observe and report on pupil performance
- 2.13** Contribute to the planning and evaluation of learning activities.
- 2.14** Assist in preparing and maintaining the learning environment.
- 2.15** Contribute to the management of pupils' behaviour.
- 2.16** Contribute to maintaining pupils' records
- 2.17** Support the maintenance of pupils' safety and security.

- 2.18 Supervise the whole class for a short time 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
- 2.19 Undertake routine marking in line with school policy
- 2.20 Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 2.21 Undertake joint home visits as appropriate.
- 2.22 Contribute to Education and Health Care Plan Annual Reviews

#### **Support for the school**

- 2.22 Support the development and effectiveness of team work within the school environment
- 2.23 Develop and maintain working relationships with other professionals
- 2.24 Liaise with parents as appropriate
- 2.25 Review and develop own professional practice
- 2.26 Work as required across the curriculum and in all Key Stages within the school in accordance with the job

#### **Support for the curriculum**

- 2.27 Support the use of information and communication technology in the classroom
- 2.28 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.
- 2.29 To ensure their tasks are carried out with due regard to Health and Safety
- 2.30 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.31 To adhere to the ethos of the school
  - 2.31.1 To promote the agreed vision and aims of the school
  - 2.31.2 To set an example of personal integrity and professionalism
  - 2.31.3 Attendance at appropriate staff meetings
- 2.32 Any other duties as commensurate within the grade in order to ensure the smooth running of the school, as requested by your Line Manager, Head of Academy or the Executive Headteacher.

### **3.0**

#### **SUPERVISION RECEIVED:**

3.1 **Supervising Officer's Job Title:** **Head of Inclusion/SENCO**

#### **3.2 LEVEL OF SUPERVISION**

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- 3. Plan own work to ensure the meeting of defined objectives

**4.0 SUPERVISION GIVEN:** None.

### **5.0**

#### **SPECIAL CONDITIONS:**

5.1 **See the Education (Specified Work and Registration) (England) Regulations 2003 and Guidance for Schools on Cover Supervision**

**Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff.**

**Job Description issued by  
after consultation**

\_\_\_\_\_  
(Signature of Head of Academy)

**Copy received by**

\_\_\_\_\_  
(Signature of Employee)

**Date**

\_\_\_\_\_

**Washwood Heath Multi Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment.**

**Successful candidates will need to undertake an enhanced DBS check.**