

Job Description – Teaching Assistant Level 3**Grade: £13.94 per hour / Term time only + 5 days****Location: St Bede Academy****Responsible to: The Headteacher, or such other line manager as may be delegated by the Headteacher**

Purpose of the Role

To provide advanced support for teaching, learning, and pupil development at St Bede Academy. The Teaching Assistant Level 3 will work closely with teachers and other professionals to support high-quality learning, deliver planned interventions and lessons, and promote positive outcomes for all pupils across the school.

The postholder may lead learning activities for individuals, groups and whole classes under the direction of a teacher and will contribute to assessment, planning, and pupil progress.

The postholder is expected to actively uphold and promote the vision, values, and ethos of both the Academy and the Trust in all aspects of their role and professional conduct.

Key Responsibilities**Support for Pupils****Access to Learning**

1. Support pupils individually, in small groups, or through delivering whole-class activities.
 - Deliver structured learning activities under teacher direction e.g. interventions, phonics sessions, SEND interventions etc
2. Support pupils to develop independence, confidence, and engagement in learning.

Inclusion and Wellbeing

3. Promote inclusion, equality, and positive relationships amongst all pupils.
4. Contribute to a safe, nurturing, and supportive learning environment.
5. Support pupils' emotional wellbeing and social development.

SEND and EAL Support

6. Provide targeted support for pupils with SEND and/or EAL.
7. Support the implementation of any Educational Support Plans in place and making necessary reasonable adjustments.
8. Adapt learning support to meet individual pupil needs actively planning any adjustments needed.

Behaviour Management

9. Support and model positive behaviour in line with school's behaviour policy and approach.
10. Use restorative approaches to support pupils in managing behaviour responding to incidents constructively and planning for any reasonable adjustments

Learning, Caring, Growing Together**Headteacher:** Mrs A. Black

St Bede Primary Academy, Morris Green Lane, Bolton, BL3 3LJ

Telephone: 01204 61899 **Website:** www.stbedeacademy.org **Company Registered Number:** 07628909

11. Respond appropriately to challenging behaviour and encourage self-regulation.

Personal Care

12. Support pupils with medical, physical, hygiene, and welfare needs where required, while promoting independence.
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Support for Teachers

Teaching and Learning

1. Deliver planned learning activities, interventions and whole class lessons under the guidance of the teacher.
2. Support the planning and adaptation of learning activities.
3. Reinforce learning objectives and support pupil progress.

Monitoring and Assessment

4. Observe, assess, and record pupil progress with teacher.
5. Provide accurate feedback to teachers to inform future planning.
6. Support the monitoring of pupil outcomes and intervention, learning activities and whole class lesson impact.

Classroom Organisation

7. Support teachers to prepare and maintain classroom resources and learning environments.
8. Support the effective organisation of the classroom and learning materials.

Administrative Support

9. Support teacher to maintain pupil records and support classroom administration.
 10. Undertake clerical duties including filing, photocopying, and data input where required.
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Support for the School / Academy

Policies and Procedures

11. Comply and support in implementing all academy and Trust policies and procedures.
12. Uphold safeguarding, health and safety, equality, confidentiality, and data protection requirements at all times.

Supervision

- Supervise and lead play based- activities for pupils during breaktimes, lunchtimes.

Professional Collaboration

13. Work collaboratively with teachers, support staff, parents/carers, and external agencies.
14. Attend meetings, training sessions, and professional development activities.
15. Contribute positively to the wider life of the school.

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Core Values

The successful candidate will actively promote and demonstrate the core vision and values of **St Bede Academy** and the Trust at all times.

Organisational Competencies

The postholder will demonstrate competence in the following areas:

16. Safeguarding and Child Protection
 17. Communication Skills
 18. Supporting Teaching and Learning
 19. Behaviour Management
 20. Teamwork and Collaboration
 21. Organisation and Time Management
 22. Supporting Inclusion and SEND
 23. Professionalism and Integrity
 24. Literacy, Numeracy and ICT Skills
 25. Reflective Practice and Development
 26. Health, Safety and Wellbeing
 27. Initiative and Adaptability
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Person Specification – Teaching Assistant Level 3

Essential Criteria

Qualifications & Skills

28. Good literacy and numeracy skills
29. Good ICT skills to support teaching, learning, and administration
30. Strong communication and interpersonal skills
31. NVQ Level 3 for Teaching Assistants or equivalent qualification

Knowledge & Experience

32. Experience of working with children in an educational setting
33. Understanding of safeguarding and child protection responsibilities
34. Ability to deliver learning activities, interventions and whole class lessons under teacher direction
35. Ability to monitor pupil progress and provide effective feedback
36. Understanding of positive behaviour management strategies
37. Experience or understanding of supporting pupils with SEND and/or EAL
38. Ability to support classroom organisation and preparation of learning resources
39. Ability to work effectively as part of a team and use initiative appropriately

Personal Qualities

40. Builds positive relationships with pupils, staff, and parents/carers
41. Demonstrates professionalism, confidentiality, and reliability

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- 42. Shows empathy, patience, and commitment to pupil wellbeing
- 43. Flexible and able to respond to changing classroom needs
- 44. Commitment to equality, inclusion, and ongoing professional development
- 45. Maintains confidentiality and follows and supports implementation of school policies and procedures

Desirable Criteria

- 46. Relevant First Aid qualification or willingness to undertake training
- 47. Experience of delivering targeted interventions
- 48. Experience supporting pupils with additional needs
- 49. GCSE Grade 4/C or equivalent in English and Mathematics
- 50. Knowledge of assessment and pupil progress tracking
- 51. Experience working across different age groups or key stages

Safeguarding Statement

St Bede Academy is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to enhanced DBS checks and satisfactory references.

Equal Opportunities

St Bede Academy is committed to equality of opportunity and welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, or pregnancy and maternity.

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