

**Ridgefield Primary School**  
**Job Description & Person Specification**  
**Teaching Assistant - Level 3**

## Post Title

<b>Job Title</b>	<b>Teaching Assistant - Level 3</b>
<b>Department/Phase</b>	<b>Teaching Support</b>
<b>Responsible to</b>	<b>SENDCo/Deputy Headteacher/Headteacher</b>
<b>Type of Position</b>	<b>Permanent /38 weeks</b>
<b>Level and Scale Point</b>	<b>NJC Points 7-11</b>

Ridgefield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Job Purpose:

- To work under the guidance of designated teaching/senior staff and within an agreed system of supervision, to implement agreed work programs with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- To provide in class support.
- Staff will also be used to cover classes on an occasional basis during the short-term absence of teachers as part of the normal Level 3 Teaching Assistant responsibilities.

## Main Duties / Responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

## Support for Children

- To attend staff meetings and keep up to date with current childcare issues
- To promote good practice in a professional and inclusive manner
- To understand, work within and promote the settings policies and procedures
- To share any child protection concerns immediately with the Designated Safeguarding Lead
- To adhere to the confidentiality policy of the setting
- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognizing and responding to their individual needs.
- Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Assist pupils, including those with special needs, to access learning activities through your knowledge of the curriculum and knowledge of learning skills.
- Ensure pupils' safety, welfare, and personal hygiene. (Basic First aid to be included where appropriate)
- Contribute to the development & implementation of EHCP's, ILPs and Behaviour as Plans
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

- Co-ordinate with the Inclusion lead regarding the mental health needs of pupils
- Deliver interventions to support the development and wellbeing of pupils

## Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programs, adjusting activities according to pupil responses.
- Undertake programs linked to local and national learning strategies e.g. Literacy, Numeracy, Early Years, recording achievements 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.
- Prepare, maintain, and use equipment/ resources required to meet lesson plans/relevant learning activities and assist pupils in their use.

## Support for the Teacher

- Promote positive values, attitudes, and good pupil behaviour.
- Deal promptly with conflicts & incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.
- Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher.
- Work with the teacher to plan lessons, evaluating and adjusting lesson work / plans as appropriate to meet pre-determined learning objectives
- Implement agreed learning activities/teaching programmes with advice from a teacher, adjusting activities according to pupil learning styles and individual needs.
- Contribute to the setting up and on-going delivery of local and national learning strategies eg literacy, numeracy, early years and effectively utilising all alternative opportunities to support extended development of pupils' skills.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence.
- Undertake routine marking of pupils' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation
- Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems, as necessary.
- Collate pupil reports in liaison with the teacher, inputting data as required.
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.
- Create and maintain an appropriate learning environment in liaison with the teacher.
- Assist with the display of pupils' work
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Administer and mark assessments eg those linked to National Strategies and invigilate tests/examinations as required.
- Provide clerical support for teachers eg photocopying, filing, record keeping, collecting money, checking of deliveries and placing goods in stock and. maintaining records of stock; administering coursework, production of work sheets for agreed activities.

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

## Support for the School

- Be aware of and comply with policies relating to child protection, health & safety, confidentiality, and data protection, reporting all concerns to a nominated person.
- Contribute to the overall work, smooth running, and ethos of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Attend and participate in meetings as required.
- Improve one's own practice through training, observation, evaluation, and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Undertake the planned supervision of pupils in out-of-hours school learning activities as appropriate.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- Supervising children on a planned and occasional basis without the presence of a teacher as part of the normal Level 3 Teaching Assistant responsibilities.
- To be prepared to work with a small minority of children who can at times be challenging and display verbal and physical behaviours which are difficult.
- To be a professional role-model, set high standards and have high expectations. To be a professional role-model, set high standards and have high expectations.

## Professional Development

- Develop skills and knowledge by attending courses, workshops, and meetings.

## General

- Ensure all duties and responsibilities are discharged in accordance with the schools Health and Safety Policy.
- Ensure all duties and responsibilities are discharge in line with General Data Protection Regulations.
- Ensure all duties and responsibilities are discharged with due regard for safeguarding and promoting the welfare of children and following the child protection procedures adopted by School and Local Authority.
- Ensure equal opportunities for all by adhering to the school's policy and challenging prejudice.
- Ensure a high level of confidentiality is maintained in all aspects of work.
- Maintain excellent public relations.
- To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

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## Level 3 Teaching Assistant Person Specification

<b>CRITERIA</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>EVIDENCE</b>
<b>Safeguarding</b>		
Ability to safeguard and promote the welfare of children and young people, has a good understanding of the safeguarding agenda and can show a personal commitment to safeguarding.	E	Application/Reference/Interview
<b>Experience</b>		
Previous experience working as a Teaching Assistant	E	Application/Interview
The ability and willingness to adapt to the needs of a situation and change tactics if necessary.	E	Application/Interview
Proven understanding of how to drive students in clear directions to enthuse and motivate.	E	Application/Reference/Interview
The drive and ability to support students in their learning and to help them become confident and independent learners.	E	Application/Interview
The ability to work with others to achieve shared goals.	E	Application/Reference/Interview
To use feedback from all levels of the school to help improve the way you manage your role.	E	Application/Interview
Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance.	E	Application/Interview
Knowledge of school management information system, eg Arbor/Bromcom/Sims	D	Interview
<b>Qualifications</b>		
Certificate or Diploma in Childcare and Education	D	Application/Interview/Certificates
GCSE (or equivalent) Grade C or above in English and Mathematics	E	Application/Interview/Certificates
Relevant Teaching Assistant Qualification	D	Application/Interview/Certificates
Degree Qualification	D	Application/Interview/Certificates
A relevant NVQ qualification	D	Application/Interview/Certificates
Holder of current first aid certificate or willingness to be trained	E	Application/Interview/Certificates
<b>Skills and knowledge</b>		
Good literacy and numeracy skills	E	Application/Interview
Good organisational skills	E	Application/Interview
Ability to build effective working relationships with pupils and adults	E	Application/Interview
Skills and expertise in understanding the needs of all pupils	E	Application/Interview
Knowledge of how to help adapt and deliver support to meet individual needs	E	Application/Interview
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	E	Application/Interview
The ability to communicate effectively both orally and in writing	E	Application/Interview
Active listening skills	E	Application/Interview
The ability to remain calm in stressful situations	E	Application/Interview
Knowledge of guidance and requirements around safeguarding children	E	Application/Interview

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.

Good ICT skills, particularly using ICT to support learning	E	Application/Interview
Understanding of roles and responsibilities within the classroom and whole school context	E	Application/Interview
Committed to promoting high quality and consistent practices.	E	Application/Interview
<b>Personal Qualities</b>		
Enjoyment of working with children	E	Application/Interview
Sensitivity and understanding, to help build good relationships with pupils	E	Application/Interview
A commitment to upholding the school's vision and values	E	Application/Interview
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	Application/Interview
Commitment to always maintaining confidentiality	E	Application/Interview
Commitment to safeguarding pupil's wellbeing and equality	E	Application/Interview
Ability to communicate effectively with children and young people and enjoy their company	E	Interview
Confidence, warmth, sensitivity, reliability, and enthusiasm	E	Interview
Good interpersonal skills, show's a positive 'can do' attitude especially when under pressure	E	Interview
Ability to diffuse heated and sensitive situations	E	Interview
Ability and readiness to work flexibly	E	Interview
Willingness to ask for advice and support as necessary	E	Interview

To undertake other reasonable duties commensurate with the grade of the post, as determined by their Line Manager or the Headteacher.