

## ELSTON HALL LEARNING TRUST

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| <b>Name:</b>            |                                    |
| <b>Job Title:</b>       | <b>Level 3 Teaching Assistant</b>  |
| <b>Pay Range:</b>       | <b>Trust Grade 4</b>               |
| <b>Responsible for:</b> |                                    |
| <b>Responsible to:</b>  | <b>Class Teacher / Year Leader</b> |

### Overall purpose of the role

To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.

### Responsibilities

#### Teaching and learning

- To provide general support to the class teacher in the organisation and management of pupils.
- To assist and support the phase and Teacher, in meeting the educational needs and social development of each child and ensuring the inclusion of all pupils.
- To assist in preparing and setting out work activities, materials and equipment, creating an orderly and supportive learning environment.
- Support and use teacher's planning in order to offer additional support to small groups of pupils or individuals, across the curriculum.
- To assist in and support Intervention programmes of work e.g. English and Maths, including phonics and plan for these where appropriate
- During a short term absence deliver planned lessons alongside other teaching assistants.
- Monitor pupils' responses to learning activities and accurately record achievement and progress in line with school guidelines in order to implement Individual Education Programmes.
- Mark pupils work in accordance with the schools Marking and assessment policy
- Offer support for individual pupils to enable them to fully participate in activities supporting their emotional and behavioural issues and help develop their social skills.
- To be involved in the presentation of children's work assisting in the provision of a stimulating environment throughout the school.

#### Whole school

- To support the management of pupil behaviour in line with school behaviour and emotional guidelines.

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| <ul style="list-style-type: none"> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• To participate in school activities and meetings as appropriate i.e. weekly year group meetings, playground duties setting a good example in terms of dress, punctuality and attendance.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• To support school policies in the care and welfare of children, sharing information with class teacher and other professionals e.g. School Nurse, on the basis of need to know.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Dress in a professional and appropriate manner, that will further support the school's policy on uniform</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Participate in further training and professional development as appropriate where time is made available</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Seek to maintain a knowledge of core and foundation subjects.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Provide general clerical and administrative support for the Phase.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Also carry out any additional requests from time to time which are assigned by the CEO or Associate Head teacher.</li> </ul>   |
| <p><b>Additional specific responsibilities</b></p>  |
| <ul style="list-style-type: none"> <li>• Provided guidance and additional resources to support identified individuals with their learning.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Keep accurate records and assessments for these pupils, liaising with both Inclusion and behavioural leads within school.</li> </ul>   |
| <p><b>General</b></p>   |
| <ul style="list-style-type: none"> <li>• Contribute to the aims, vision and ethos of the Trust.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health &amp; Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.</li> </ul> |
| <ul style="list-style-type: none"> <li>• To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Appreciate and support the roles of colleagues and other professionals.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Dress in a professional and appropriate manner, that will further support the school's policy on uniform</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Participate in further training and professional development as appropriate.</li> </ul>  |

- The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.