

JOB DESCRIPTION

ROLE: Teaching Assistant Level 3

GRADE: E

BASIS: Term-Time Only

REPORTING TO: Headteacher

JOB PURPOSE:

- This level is applicable to experienced Teaching Assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate

SPECIFIC RESPONSIBILITIES:

Support for Pupils:

- Support the activities of individuals or groups (including activities that are school/class based, external to school (visits) and swimming pool related)
- Participate in the education of children, including to their health and wellbeing.
- Support children with special needs (if appropriate to the focus of the role)
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - Dealing with the personal care needs of children where appropriate in line with the guidance of the Trust
 - Support for Gifted and Talented pupils

Support for Teachers:

- Provide support for learning activities by Supporting the teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities
- Support in organising effective learning environments and maintaining appropriate records
- Support literacy and numeracy activities in the classroom
- Support the maintenance of pupil safety and security
- Contribute to Education Health and Care Plans as appropriate
- Contribute to the management of pupil behaviour by
 - Promoting school policies with regard to pupil behaviour
 - Supporting the implementation of strategies to manage pupil behaviour
 - Promote pupils' social and emotional development.
 - Observe and report on pupil performance

- Contribute to the planning and evaluation of learning activities
- Undertake routine marking in line with school policy
- Provide clerical/admin. support, e.g., photocopying, collecting money, administer coursework

Support for the School:

- Supervise the whole class for first day cover for up to 2 sessions a week. Also to cover short periods of time managing the class 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
- Undertake joint home visits as appropriate and in line with Forward Education Trust policy.
- Provide support to colleagues
- Develop own effectiveness in a support role Issued June 2021
- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate.
- Review and develop own professional practice

Support for the Curriculum:

- Support pupils to access the curriculum as appropriate to their learning style and needs.
- Support the use of information and communication technology in the classroom

OTHER RESPONSIBILITIES:

- Work as required across the curriculum and in all key stages within the school as appropriate to their training and experience.
- 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. Any areas of concern must be flagged up to the line manager and/or the designated safeguarding lead in a timely manner.
- To ensure their tasks are carried out with due regard to health and safety procedures. Any areas of concern must be flagged up to the line manager and/or the designated safeguarding lead in a timely manner.
- All employees have a duty to remove immediate hazards and to highlight any areas of concern as soon as possible
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents' evenings
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

LEVEL OF SUPERVISION:

- Left to work within established guidelines subject to scrutiny by designated supervisor/ Teacher.

SPECIAL CONDITIONS:

- Level 2 is the basic entry level for a Teaching Assistant. Those staff who are not already qualified to NVQ Level 2 are required to work towards it and a Training and Development plan linked to the requirements of the National Occupational Standards should be agreed.
- Postholders may be expected to work across multiple sites.

REVIEW AND AMENDMENT:

This job description is subject to review at any time with full consultation of the post holder.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>NVQ Level 3 for Teaching Assistants or equivalent</p> <p>GCSE grade A-C or equivalent in Maths and English</p>	<p>Good ICT skills</p>
PROFESSIONAL DEVELOPMENT	<p>It is expected that the postholder will keep their skills and knowledge up to date and relevant</p>	<p>Willingness to participate in further training and developmental opportunities offered by the school and Trust to further knowledge.</p>
EXPERIENCE	<p>Experience of supporting children in a classroom environment, including those with special educational needs</p> <p>Experience of using ICT effectively to support pupils in the classroom</p> <p>Knowledge of policies and codes of practice/legislation around SEND, Safeguarding and working in a school environment</p>	
SKILLS AND ABILITIES	<p>A good understanding of child development and learning processes</p> <p>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</p> <p>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</p> <p>Ability and willingness to provide short term classroom cover in the absence of the class teacher</p> <p>The ability to follow instructions from the teacher and also show initiative and work independently</p> <p>To make effective contributions to the team as appropriate</p> <p>Ability to establish positive relationships with pupils and empathise with their needs</p> <p>The experience of and the ability to deal</p>	<p>The ability to manage behaviour effectively</p> <p>Ability to work effectively and supportively as a member of the school team</p>

	<p>positively with children and parents</p> <p>Ability to demonstrate active listening skills</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task</p> <p>Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</p>	
OTHER	<p>A flexible and positive attitude</p> <p>Competent and organised</p> <p>Patient</p> <p>Enjoy working with children</p>	

