



Level 3 Teaching Assistant

**YOUR
FUTURE.**

OUR CEO

Manor MAT is a vibrant community of primary schools across the Black Country and South Staffordshire, united by a shared passion for making a difference. Our motto, **creating futures together**, isn't just a tagline - it's a daily commitment. Whether in the classroom, the staffroom, or our central team, we work collaboratively to shape futures filled with possibility, purpose, and hope. We believe that **great staff create great schools**. That's why we invest deeply in your growth - not just as a professional, but as a person. Whether you're a support staff member exploring a pathway into teaching, a middle leader seeking coaching and development, or an experienced educator ready to take the next step in leadership, Manor MAT offers tailored opportunities to help you flourish. Our culture of collaboration means you'll never walk alone; you'll be part of a network that lifts, learns and leads together.

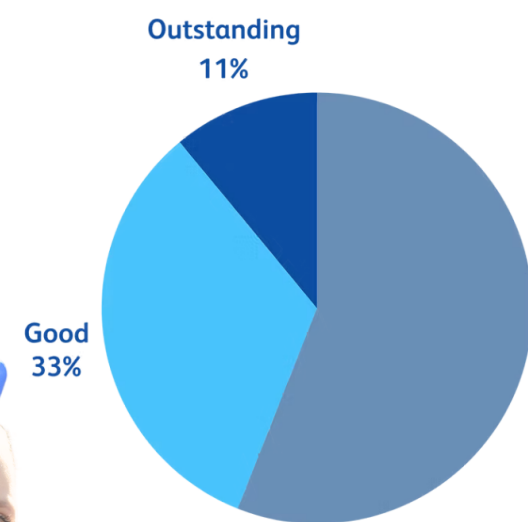
Welcome to Manor MAT. Let's create futures together.

Hayley Guest

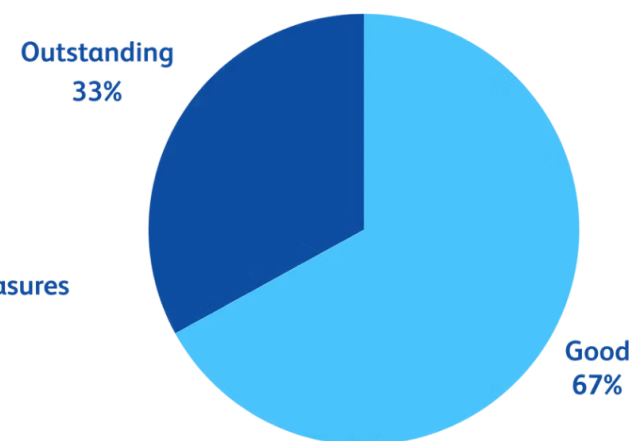
OUR TRUST

We began in 2016...

...with the aspiration that every child in our care attends a great school. We have ensured that some of the lowest performing schools in the country, many with significantly above national proportions of pupils eligible for free school meals, have been sustainably transformed in a short space of time.

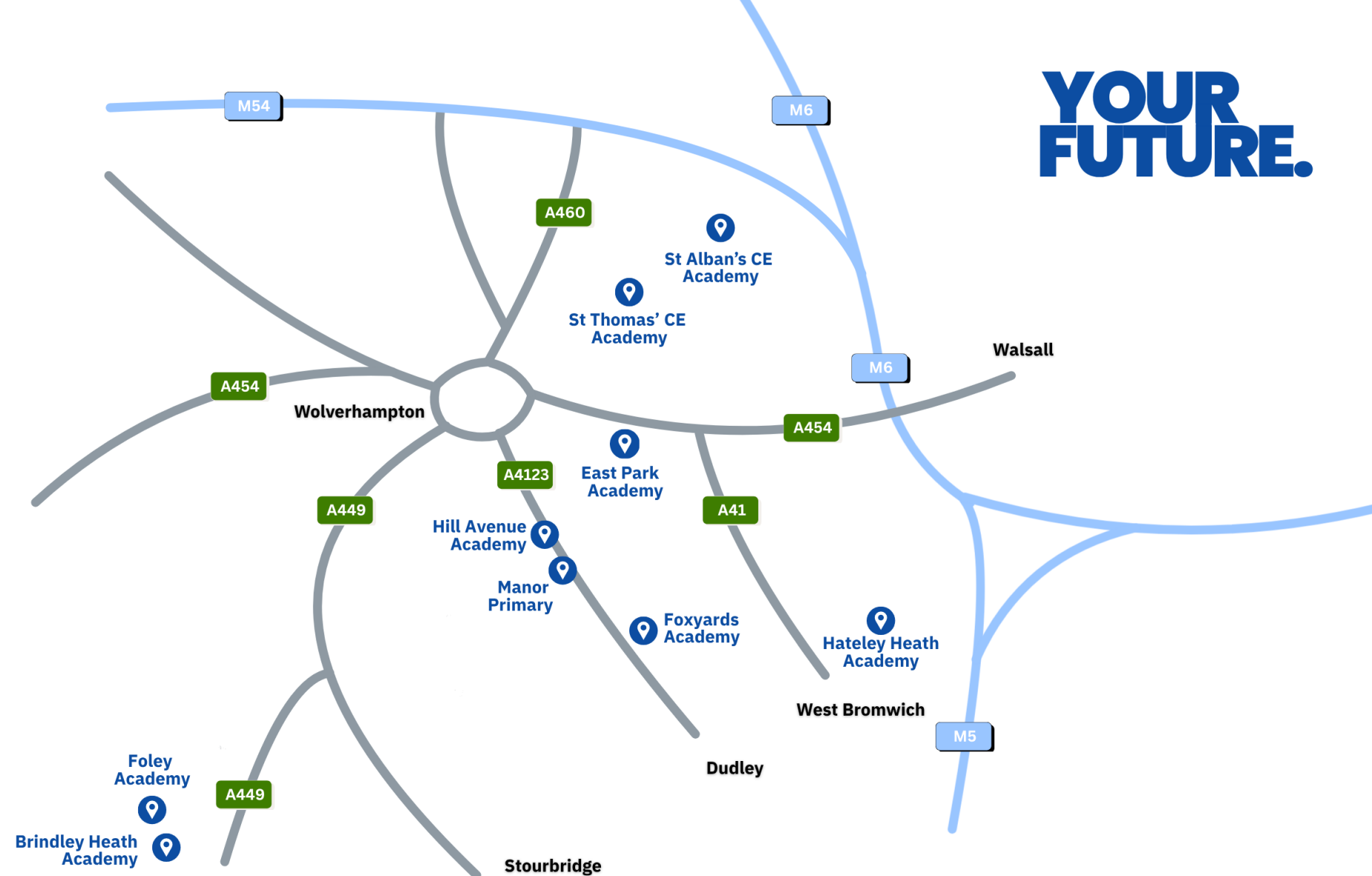


Schools before joining Manor MAT



Manor MAT Schools at their first inspection

We have improved the life chances of thousands of young people, many living in some of the most disadvantaged parts of the country.



3400

Children

We serve over 3400 children and their communities with world-class education and care. They are at the heart of our trust.

100%

Teaching School Hub

All of our students who completed their PGCE with us over the past 3 years successfully gained employment at the end of their programme.

100%

Manor is the place to be

All of our recently recruited staff would recommend Manor as an employer due to the excellent support they receive.

OUR OFFER



When you join our trust, you're joining a family. And a family cares for one another. That's why we offer our services and extras so you know you are a valued part of our family.



3 of many
offers from us
to you



Our Specialised Central Team

We are committed to providing resource and experience that enhances the learning experience for children, motivates staff and provides unique opportunities for schools and communities. From finance to IT, to Estate management, to HR, we've got it covered.



MAT Conference and CPD

We invest heavily in your CPD. We have an annual conference at a shared venue with our whole trust family where we share practice, prioritise wellbeing and cast vision for the future. We also have regular CPD opportunities throughout the year.



Annual Awards Celebration

The MAT Awards celebrate the outstanding achievements and shared successes of our Manor MAT family in a highlight of the year for all of our staff. A chance to reflect on the previous year and celebrate the hard work and dedication of so many.

YOUR BENEFITS



LIFESTYLE SAVINGS

Lifestyle savings are built to support every aspect of your daily life. From supermarkets and high street shopping, to utility bills and retailers in your local community. Discover a world of savings.



MENTAL WELLBEING

Access confidential support when you need it most. Whatever physical, mental or financial issue you're facing, you can find a wide range of resources waiting to help - 24/7, 365 days a year.

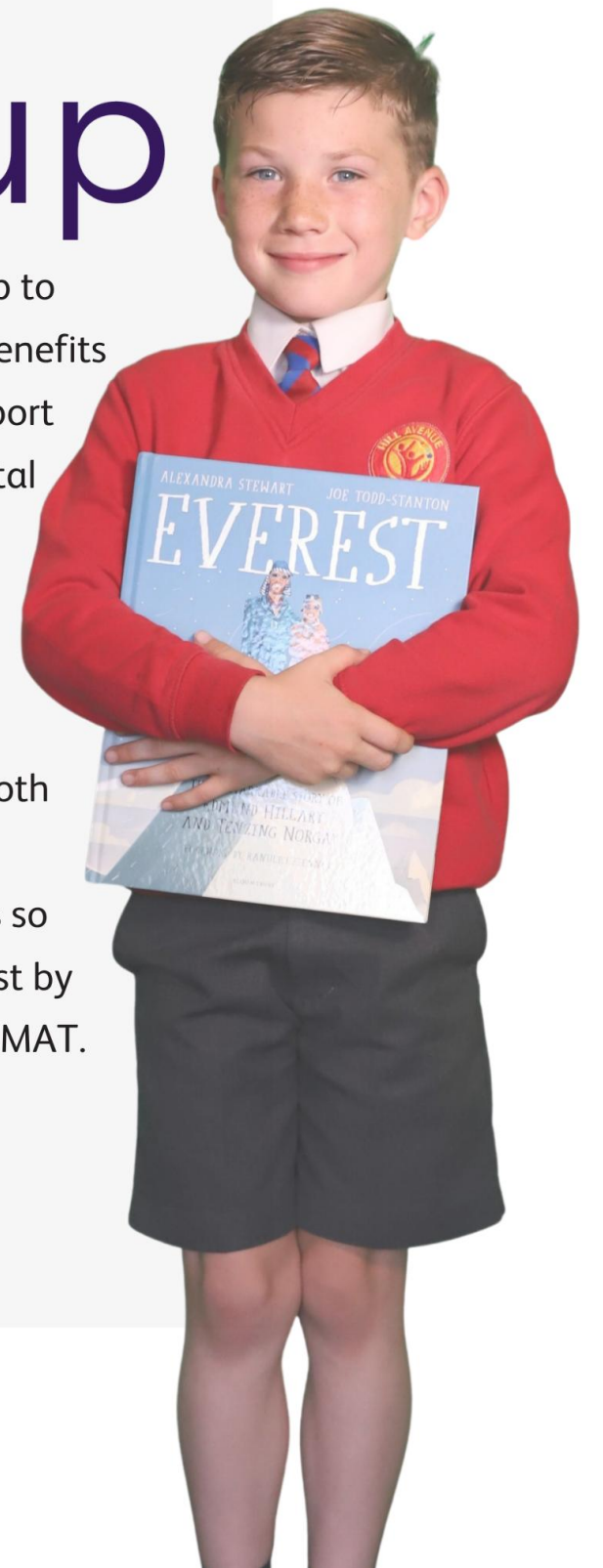


PAYROLL PAY

Payroll Pay allows you to spread the cost of the items you want and need directly from your salary, helping you to avoid expensive borrowing whilst still spreading the cost.



We work with Vivup to make these staff benefits possible, all to support your physical, mental and financial wellbeing. Vivup offers so much in order to make sure you're supported both professionally and personally, and it is so simple to access just by working for Manor MAT.



Hateley Heath Academy



At Hateley Heath, we are proud to be part of the community ensuring that all our children finish school with the confidence and resilience to pursue a successful life beyond our Hateley gates. Our curriculum is ambitious for all pupils and is sequenced to provide a range of opportunities for the children to learn and discover their own passions in life.



Mrs R James
Head of School



At our latest inspection, we retained our 'Good' judgment from Ofsted. They saw that pupils are proud to attend our great school.



444
children school
capacity

We have capacity to serve 444 children and their families. They are at the heart of our school.



over
60
members of staff
across our school

Our large and dedicated staff team work in unity. Our culture is designed to build each other up and encourage on your journey.



**Our future is built
on what you bring.
At Manor MAT,
your skills,
character and ideas
help shape
what comes next.**

OUR COMMITMENT TO SAFEGUARDING

Safeguarding is the foundation of everything we do. We are fully committed to the principles set out in Keeping Children Safe in Education and all colleagues, regardless of role, are required to uphold these standards without exception. Every appointment we make, from classroom to central team, is considered through the lens of child protection.

Our recruitment process is designed to be thorough, transparent, and uncompromising. We follow Safer Recruitment best practice in full, including the requirement for at least one member of every interview panel to hold a current Safer Recruitment certificate. All shortlisted candidates are subject to scrutiny of their application and any attempt to conceal, misrepresent, or omit relevant information will result in immediate withdrawal of an offer or, where applicable, termination of employment and referral to the relevant authorities.

Every successful candidate undergoes a robust pre-employment vetting process before employment in one of our schools. This includes an Enhanced DBS check with a Children's Barred List check and, where relevant, a check against the Teacher Regulation Agency's prohibition list. Overseas applicants, or those who have lived or worked abroad, will be required to provide additional checks equivalent to a UK DBS, in line with KCSIE requirements.

Safeguarding does not end at the point of hire, it is embedded into the culture and daily practice of every school in our Trust.



JOB DESCRIPTION

Teaching Assistant Level 3

Duties & Responsibilities

We expect our Teaching Assistant Level 3 at Manor MAT to uphold our core values of Integrity; Ambition, Collaboration and Inclusion; act with honesty; keep their knowledge and skills as a Teaching Assistant Level 3 up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

Core Purpose

The core purpose of a Teaching Assistant Level 3 at a Manor MAT School is to cover in the short term classes under the direct supervision of a phase leader and to support learning in the classroom. It is to work alongside the teacher in the classroom, in support of pupil's learning. It is to make a contribution to the planning of the learning, to help pupils to access the tasks expected of them, to support as appropriate and to help monitor their progress. It is important that teacher and teaching assistant work closely together in order to make the best use of the time available in the classroom. These principles apply whether or not the pupils have Special Educational Needs.

Main Responsibilities

The Headteacher will use his/her professional judgement to determine the precise responsibilities of staff carrying out cover supervision duties. Needs may differ depending on particular classes.

In whatever context, cover supervision is likely to include some core elements:

- Supervising work that has been set in accordance with the school policy.
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Responding to any questions from pupils about process and procedures.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work and marking after the lesson and returning it to the appropriate teacher.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Cover supervision will only be used for short-term absences. These might be known in advance (for example, where a teacher has a medical appointment or is undergoing professional development) or unexpected (for example, absence due to illness). Longer term absence – e.g. due to long-term sick or maternity leave will be covered by a teacher.

Supporting the Pupil

- To support children in their learning under the direction of a class teacher to enable pupils to achieve their full potential and targets set for them.
- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported. Taking into account the learning support involved, to aid children to learn as effectively as possible both in-group situations and individually by:
 - Clarifying and explaining instructions
 - Ensuring the child is able to use equipment and materials provided
 - Motivating and encouraging the child as required
 - Assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/ presentation
 - Helping pupils to concentrate on and finish work set
 - Supporting groups/ individuals on achieving key learning objective to promote achievement. (Whether it be more/ least able pupils)
 - Meeting physical needs as required whilst encouraging independence
 - Liaising with class teacher & SENCO about individual education plans (IEPs)

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- Developing appropriate resources to support children
- To establish a supportive relationship with pupils.
- To promote equal opportunities regardless of gender, ethnicity, socio-economic background or special educational need.
- To develop methods of promoting/reinforcing pupil's self-esteem.

Supporting the Teacher

- To assist, with the class teacher (and other professional as appropriate), in the development of a suitable programme to support (IEPs) for the children who need learning support.
- In conjunction with the class teacher and/or other professionals support the recording of children's progress.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the children to the teacher.

Supporting the School

- Where appropriate, to develop a relationship to help develop links between home and school.
- To liaise, advise and consult with other members of the team supporting children when asked to do so.
- To contribute to reviews of children's progress, as appropriate.
- To attend relevant in-service training.
- To be aware of school procedures.
- To be aware of confidential issues linked to home/teacher/schoolwork and to keep confidences appropriately.
- Any other tasks as directed by the Headteacher, which fall within the purview of the post.

Administrative duties

- Prepare and present displays of students' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Headteacher requires

General Conditions

This job description is subject to annual review. It may be amended only after full consultation with the Teaching Assistant concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

_____ **Teaching Assistant Level 3**

_____ **Headteacher**

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Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and Training	NVQ Level 3 or equivalent in a related area	✓	
	Excellent Numeracy and Literacy Skills	✓	
	Ability and willingness to participate in training		✓
	First aid training		✓
Knowledge and Experience	Experience of working with relevant age groups within a learning environment, including knowledge of behavioural and learning difficulties	✓	
	Understanding of classroom roles and responsibilities	✓	
	Knowledge of school policies and procedures	✓	
Skills and Abilities	Ability to understand policy, procedures and legislation relevant to the areas of work	✓	
	Ability to encourage pupils to participate in or complete tasks	✓	
	Ability to work as part of a team	✓	
	Ability to resolve problems and understand when referral is required	✓	
	Ability to relate well to children	✓	
	Able to use ICT equipment including, computer, audio, video equipment and photocopier	✓	
	Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality	✓	
	Demonstrable ability to develop and plan activities under the direction of the class teacher		✓
	Experience of using online software to support EYFS observations, e.g. Evidence me, 2 Simple		✓
Personal Characteristics	Displays sensitivity to pupils' needs	✓	
	Ability to provide necessary personal care to children	✓	
	Ability to maintain confidentiality	✓	
Other	To be responsible for promoting and safeguarding the welfare of children and young people	✓	



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