

## Job Description :Teaching Assistant Level 3

### Main duties and responsibilities

#### Key Information

**Post Title: Teaching Assistant Level 3**

**Contract type: Permanent**

**Salary: Scale 3, Point 5-6**

**Reports to: Principal**

**Location: Healing Primary Academy**

#### Purpose of Post

- To work with children and young people as directed, providing support to the Principal and Teacher across a range of child centred activities which promote child development and learning.
- This post will take responsibility for some specific teaching and learning tasks within a classroom setting.
- As part of this role, you may be required to support pupils individually or in small groups and to provide some whole class cover

#### Supporting Teaching & Learning

- Supervise and provide learning support for pupils with or without special needs.
- Assist with the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management;
- Supporting the teacher in the preparation of the classroom environment;
- Promote development and learning in the pupils you support (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development;
- Uphold policies and procedures relating to child protection and data protection.
- Assist with the movement of children in and around the school;

#### General

- To undertake any training commensurate to the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trusts Equal Opportunities Policy
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

## Person Specification : Teaching Assistant Level 3

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

Specification	Essential	Desirable	Evidence
Qualifications & Training	<ul style="list-style-type: none"> <li>GCSE Grade C or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development and training</li> <li>Level 2 Award in Support Work in Schools.</li> <li>Level 2 Award/Certificate in Supporting Teaching and Learning in Schools. (Induction Training for Teaching Assistants &amp; Support Staff).</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Experience of working within an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in supporting children of relevant age</li> </ul>	
Professional knowledge & understanding	<ul style="list-style-type: none"> <li>Knowledge of safeguarding procedures</li> <li>A good understanding of the national Key Stage (KS) curriculum and child development and learning.</li> </ul>	<ul style="list-style-type: none"> <li>The ability to use a computer and the main office software packages competently such as Microsoft Excel, Word and PowerPoint.</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships with pupils and understanding their needs</li> <li>Ability to work unsupervised and on own initiative</li> <li>Ability to work as part of a team</li> </ul>		
Personal Attributes	<ul style="list-style-type: none"> <li>A flexible approach and a strong work ethic</li> <li>Excellent time management and organisational skills</li> <li>Attention to detail</li> <li>High integrity with an ethically sound approach to building internal and external relationships</li> </ul>		

We passionately believe that every child should receive the very best education that prepares them fully for the future