

## 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.

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications &amp; Training</b>	<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>	
<b>Experience</b>	<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>	
<b>Professional knowledge &amp; understanding</b>	<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>	
<b>Skills</b>	<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>		
<b>Personal Attributes</b>	<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>		