

**Post Title:** LEVEL 3 TEACHING ASSISTANT JOB DESCRIPTION

**Grade:** Grade 5 - NJC SPC 7-9

**Contract Term:** 37 hours per week, term time plus training days (44.1948 weeks)

**Responsible To:** Headteacher or designated member of staff

**Job Purpose:** To work under guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers.

The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

**Responsibilities:**

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required

**Support for Pupils**

- use specialists (curricular/learning).
- skills/training/experience to support pupils.
- assist with the development and implementation of ieps.
- establish productive working relationships with pupils, acting as a role model, and setting high expectations.
- promote the inclusion and acceptance of all pupils within the classroom.
- support pupils consistently whilst recognizing and responding to their individual needs.
- encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- promote independence and employ strategies to recognize and reward achievement of self reliance.

- provide feedback to pupils in relation to progress and achievement.

### **Support for the Teacher**

- work with the teacher to establish an appropriate learning environment
- work with the teacher in lesson planning, evaluating and adjusting lessons/work plans, as appropriate.
- monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- provide objective and accurate feedback and reports, as required, to the teacher on pupil assessment, progress and other matters: ensuring the availability of appropriate evidence.
- be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems/records, as requested.
- undertake marking of pupils' work and accurately record achievement/progress.
- promote positive values, attitudes and good pupil behaviour: dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- liaise sensitively and effectively with parent/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents or as directed.
- administer and assess routine tests and invigilate exams/tests.
- provide general clerical/admin support e.g. administer course work, produce worksheets for agreed activities etc.

### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment, plans and resources to support pupils.

### **Support for the School**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/ professionals in liaisons with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities, as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate.
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities, as required.

### Personal Specification

Area	Essential	Desirable
<b>Skills Knowledge Aptitudes</b>	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support learning.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies.</li> <li>• Understanding the principles of child development and learning processes.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of other equipment technology - video, photocopier</li> <li>•</li> </ul>



<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Current NVQ level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role</li></ul>	<ul style="list-style-type: none"><li>• Training in the relevant strategies e.g literacy and/or, in particular, curriculum or learning area e.g bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</li><li>• Appropriate first aid training.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children of relevant age.</li></ul>	<ul style="list-style-type: none"><li>• Experience working with pupils with Special Educational Needs</li></ul>
<b>Disposition</b>	<ul style="list-style-type: none"><li>• Able to work on own initiative and as part of a team with minimal supervision</li><li>• A friendly, positive and flexible approach</li></ul>	

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

