PARKWOOD
E-ACT ACADEMY

Job Description

Post Title:	**Teaching Assistant – Level 3**
Job Purpose:	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/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.
Responsible to:	Inclusion Lead
Responsible for:	N/A
Hours of Work:	32.5
Grade and Range of Post:	Grade 4 SCP 17-22

Responsibilities

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- 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 achievement, 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 parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- 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 and resources
- 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 academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison 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 academy hours learning activities
- Supervise pupils on visits, trips and out of academy activities as required
- Contribute to the Health & Safety of students and other staff in accordance with Health & Safety regulations and School Policy.
- To assist, where required, in the supervision of young people during breaks and lunchtimes (within contracted hours) encouraging safe, positive and social behaviour
- To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection
- To undertake any other duties and responsibilities as appropriate to the role and grade, as requested.

E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of E-ACT you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Person Specification

Qualifications and Experience				
Essential	*Desirable*	*Application*	*Interview*	*Task /Observation*
NVQ2 for Teaching Assistants or equivalent qualification or experience		√	√	
Training in the relevant learning strategies e.g. literacy	First aid training as appropriate	√	√	
Maths and English GCSE grade 9-4 (A-C) or equivalent or working towards		√ *		
Experience of working with or caring for children of relevant age		√	√	
Completion of DfES Teacher Assistant Induction Programme		√	√	
Experience of child protection/safeguarding with up to date training or willingness to undertake training		√	√	

Abilities and Skills				
Essential	*Desirable*	*Application*	*Interview*	*Task / Observation*
Ability to communicate effectively with all members of the school community and can assist the school in forming a partnership with parents		√	√	√
Ability to promote a positive academy ethos.		√	√	
Ability to self-evaluate learning needs and actively seek learning opportunities		√	√	√
Ability to relate well to children and adults		√	√	
Has sufficient practical and organisational skills to contribute to the preparation and management of		√	√	

educational resources and can complete and maintain pupils records				
Can plan, implement and evaluate learning activities and has experience of student observation and assessment		√	√	√
Effective use of ICT to support learning as well as use of other equipment technology – video, photocopier		√	√	√
Can manage the behaviour of pupils in a reasonable manner		√	√	√
Has speaking and listening skills to extend language in discussion		√	√	√
Ability to plan, organise and prioritise work in order to meet deadlines.		√	√	

Knowledge and Understanding				
Essential	*Desirable*	*Application*	*Interview*	*Task / Observation*
Understanding of relevant policies/codes of practice and awareness of relevant legislation			√	√
General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies		√	√	
Basic understanding of child development and learning as well as an awareness of pupils with special educational needs		√	√	
Thorough understanding of and commitment to equality of opportunity		√	√	
Knowledge of safeguarding and child protection issues.		√	√	

Personal skills and attributes				
Essential	*Desirable*	*Application*	*Interview*	*Task / Observation*

Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.		√	√	√
Has a caring positive attitude towards pupils welfare		√	√	√
Can maintain trust and confidentiality where appropriate		√	√	
Can allocate some contractual time to after school staff meetings and the whole of, or part of, staff training days when appropriate		√	√	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		√	√	
Can maintain personal presentation that sets high standards for the pupils		√	√	
Ability to work independently and on own initiative; take responsibility for own professional development.		√	√	

*For any recruitment post Summer 2018