**Job Description**

Date: May 2013

Post Title: Teaching Assistant – General (Grade 3)

Grade: SCP 13-17

Service Area: Resourcing, Support and Coordination

Service Grouping: Lifelong Learning and Leisure

Responsible To: Headteacher

**Job Purpose**

* To work under the instruction and guidance of teaching and or members of the school leadership team.
* To support individuals and groups of pupils to enable access to learning.
* To assist the teacher in the management of pupils beyond the classroom.
* To oversee the effective running of the school’s Internal Exclusion room.

**Key Results Areas**

* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
* Assist with the learning and development of all pupils, including the implementation of Individual Education/Behaviour Plans and Personal Care Programmes – including toileting, feeding and mobility.
* Following training, administer medication in accordance with the procedures for LEA and school policies.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
* Apply strategies to encourage independence and self-confidence.
* Provide effective feedback to pupils in relation to programmes and recognise and reward achievement.

**Support for the Teacher**

* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems, etc.
* Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
* Monitor pupils’ responses to learning activities and undertake pupil record keeping as requested.
* Apply school policy in relation to the promotion of positive pupils’ behaviour and attitudes to learning.
* Administer routine tests and invigilate exams.
* Fulfil clerical and administrative tasks as required, e.g. photocopying, collecting money, filing, administer course work, distributing letters to parents.

**Support for the Curriculum**

* Undertake structured and agreed learning activities/teaching programmes.
* Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years, ICT, assessment of learning.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepare, maintain and use equipment/resources required to meet the agreed teaching programmes and learning activities, and assist pupils in their use.
* Liaise sensitively and effectively with parents/carers as agreed with the teacher.
* Participate in meetings with parents and contribute to annual reviews in accordance with school practice.

**Support for the School**

* Be aware and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required, including staff meetings.
* Participate in training and other learning activities and professional review as required.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher.

**Qualifications and Experience**

* 5 GCSEs grades A-C/NVQ2 for Teaching Assistants or equivalent qualification in a relevant discipline e.g: RNIB, BSL Level 1 qualification. Must include English and Maths.
* Good numeracy/literacy skills.
* Basic understanding of child development and learning.

**Supervisory Responsibilities**

**.** Internal Exclusion room

**Supervision Received**

* Assistant Head Teacher.

**Principal Contacts**

* Assistant Head Teacher.
* Deputy Head Teacher
* Classroom Teachers
* Other Support Staff
* Pupils
* Parents

**Special Conditions**

**The Disclosure and Barring Service**

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. Further information about Disclosure and Barring Service and the Council’s approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed: Date:

**Job Requirements**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential or Desirable** | **How Tested** |
| **Education/Qualifications** |  |  |
| 5 GCSE grade A\* - C/CACHE level 2/3 study for childcare or similar qualification. | E | Application Form |
| **Experience** |  |  |
| Working in a school environment  Simple administration duties  Support children with additional learning needs | D  D  D | Application Form  Application Form  Application Form |
| **Aptitudes and Skills** |  |  |
| Very good communication skills, both written and spoken.  Ability to work as part of a team  Ability to work with children 1:1 and small groups.  Able to work unsupervised | E  E  E  E | Application Form and Interview  Application Form and Interview  Application Form  Application Form |
| **Personal Attributes** |  |  |
| Ability to supervise pupils in a controlled environment  You will be flexible and enjoy the variety of tasks involved during the day | E  E | Application Form and Interview  Application Form and Interview |