

Job Description

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| Job Title: | Level 3 Teaching Assistant - to deliver learning across the Wider Curriculum/Curriculum |
| Reports to: | The Directors of Curriculum and Wider Curriculum |
| Grade | Level 3 |
| <p>Role Summary:</p> <p>At times, support teachers, as a teaching assistant, in the delivery of best practice learning for students with SEN .</p> <p>To deliver learning in Challenge Projects under the direction of another teacher. To work with teaching staff and employers to help develop innovative STEM based projects and activities.</p> <p>When required supervise classes across the curriculum during short-term staff absence.</p> | |
| <p>Key tasks and Activities</p> <ul style="list-style-type: none"> • Attending morning briefing as appropriate. • Completing administration tasks to facilitate effective teaching and learning as determined by the Directors. • Supporting the teacher and employers in designing and delivering project based STEM learning, careers and PSHE. • Communicating to pupils the work that has already been set for their lesson. • Supervising and where necessary leading the work in accordance with Academy and CAST policy. • Mark the class register as appropriate. • Manage pupils' conduct in line with policies to ensure a constructive working environment. • Informing the Director(s) of non-participation or poor behaviour on the part of individual pupils. | |

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- Respond to pupils' questions where appropriate, for example about process and procedures.
- Deal with any problems or emergencies according to CAST policies and procedures.
- Ensuring that the classroom or other workspace is left in an organised, tidy state at the end of the lesson.
- Assisting with the invigilation of examinations as required.
- Returning completed work at the end of the day.
- Complete the feedback report on the behaviour of pupils during the class and any issues arising.
- Liaising with the Head of SEN around additional and emerging needs.
- To work with the teacher to deliver any group learning activity for the best interest of the students with SEN.
- Take responsibility for delivering learning activities to groups who would benefit from a different learning approach as agreed the Head of SEN.
- Collect cover work and timetable for the day from the cover manager.
- Acting as Teaching Assistant in classes where there is a teacher present.
- Ensuring that students with SEN are supported by the teacher to facilitate the implementation of the student's strategy plan.
- Supporting the teacher in implementing student access arrangements for interim and class based assessment activities.
- Applying best practice for SEN students into any cover lessons.

Arrangements for performance appraisal:

- Annual performance review conducted by line manager.

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will

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be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

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