

### **Job Description - Level 3 Teaching Assistant**

**Responsible to:** Senior Leadership Team

**Purpose of the Role:**

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

### **Duties and Responsibilities**

#### **Support for Pupils (either individually or in groups)**

- Support the activities of individuals or groups.
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and wellbeing of pupils.
- Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills.
- Support pupils to access the curriculum.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

#### **Support for Teacher(s)**

- Observe and report on pupil performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Contribute to maintaining pupils' records.
- Support the maintenance of pupils' safety and security.
- Undertake routine marking in line with school policy.
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with LEA policy.

## **Support for School**

- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum and in all Key stages within the school.

## **Support for Curriculum**

- Support the use of information and communication technology in the classroom.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety.
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evenings (as agreed with the Headteacher).
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

## **Other**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Headteacher.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Services Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty

## **Person Specification**

### **Essential Criteria**

#### **Relevant Experience**

- Experience working with children of relevant age.

#### **Qualifications**

- NVQ3 for Teaching Assistant.
- Appropriate first aid training.

#### **Skills**

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Motivation to work with children and young people.
- English and Maths GCSE Grades A-C or equivalent.

#### **Knowledge**

- A knowledge of and commitment to safeguarding and promoting the welfare of children and young people.
- Training in the relevant learning strategies eg, literacy.
- Effective use of ICT to support learning.
- Use of other equipment technology – video, photocopier.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.

#### **Interpersonal/Communication Skills**

- Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and pupils at a variety of levels.
- Appropriate understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to communicate effectively with a range of partners/colleagues in oral, written and electronic (e.g.email) form.