

Meadow High School

JOB DESCRIPTION

Job Title:	Life Skills Teaching Assistant (Level 3)
Reports to:	Relevant Team Leader or Role Specific Line Manager
Responsible for:	Supporting learners outside the classroom in specific areas of development
Scale:	5
Hours:	32.5 hrs per week
Liaises with:	Teaching and staff, statutory and voluntary organisations, therapies, pupils, families/carers, local community'

PURPOSE OF THE ROLE

- To complement the work of teachers by taking responsibility for agreed learning activities.
- Monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development as agreed with the pupils form teacher.
- Planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes.
- Responsible for the management and development of a specialist area within the school.
- Additional responsibilities may include: Developing pupils independence skills in school and in the community in small groups.

KEY DUTIES / RESPONSIBILITIES

Domain	Duties/Responsibilities
Support for Pupils	<ul style="list-style-type: none">● Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.● To ensure small group work is tailored for individuals, in line with the scheme of work.● Establish and maintain 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 while recognising and responding to their individual needs.

	<ul style="list-style-type: none"> ● Encourage pupils to interact and work cooperatively with others and engage all pupils in activities. ● Promote independence and employ strategies to recognise and reward achievement of self-reliance. ● Provide feedback to pupils and other stakeholders in relation to progress and achievement ● Assist with the development and implementation of PLIMS (formally IEPs) based on EHCPs. ● Plan of off site visits and complete trip pack in line with school policy.
Support for Teachers	<ul style="list-style-type: none"> ● To plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. ● Organise and manage appropriate learning environments and resources. ● Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against predetermined learning objectives. ● Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters ensuring the availability of appropriate evidence. ● Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment. ● Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence. ● Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc. through attendance at parents evenings and liaison throughout the term as needed. ● Administer and assess/mark tests and invigilate exams/tests. ● Production of lesson plans, worksheets etc as agreed with the form teacher to support pupils learning. ● 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. ● Provide general clerical/administration support e.g. administer coursework, produce worksheets for agreed activities etc.
Support for the Curriculum	<ul style="list-style-type: none"> ● Production of lesson plans, worksheets etc as agreed with the teacher ● Deliver learning activities/teaching programmes, adjusting activities according to pupil responses/needs, making effective use of opportunities provided by other

	<p>learning activities to support the development of pupils' skills and independence.</p> <ul style="list-style-type: none"> ● Use ICT effectively to support learning activities and develop pupils' competence and independence in its use. ● Prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds ● Advise on appropriate deployment and use of specialist aid/resources/equipment and support pupils in their use of assistive technology.
Support for the School	<ul style="list-style-type: none"> ● Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. ● Be aware of and support difference and ensure all pupils have 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 liaison with the form teacher, to support achievement and progress of pupils. ● Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils. ● Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others. ● Deliver out-of-school learning activities with guidelines established by the school ● 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' in out of school hours learning activities. ● To deploy TAs working within the class or group, as necessary. ● To manage pupils medical needs in line with schools medical policies including trip requirements if taking pupils off site.

This job description seeks to provide an outline of the duties and responsibilities of the post. The job holder may be required to undertake other duties which fall within the grade of the job in discussion with the manager. It is not a definitive document and does not form part

of the main statement of terms and conditions or the contract of employment and will be reviewed regularly in the light of changing service requirements. Any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant company and School policies, procedures and guidelines, including those relating to equal opportunities, health and safety, confidentiality of information and the company values of RESPECT.

DATA PROTECTION ACT 1998

Under provision of this act it is the responsibility of each member of staff to ensure that all information, held manually or on computerised systems, related to pupils to which s/he has access during the course of his/her employment is regarded as strictly confidential. Failure to observe confidentiality may result in disciplinary action.

Date: June 2025

Signed by Post Holder Dated

Signed by Headteacher Dated

MEADOW HIGH SCHOOL
Teaching Assistants with Additional Responsibilities

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> ● Achieved, a qualification in English/literacy and mathematics/numeracy to at least Level 2 of the National Qualifications Framework. ● Experience of working with relevant age groups within a learning environment. ● Experience working with pupils with SEN ● Very good numeracy/literacy skills. ● A willingness to gain NVQ 3 for Teaching Assistants or equivalent qualification such as CLANSA, STAC ● Where this is an integral part of the role - Hold a current driving licence and be prepared to be Midas trained 	<ul style="list-style-type: none"> ● Preferably have achieved HLTA qualification or working towards HLTA status ● Training in relevant learning strategies e.g.de-escalation techniques, sign language, job coaching, supporting independence, ICT, maths, English,etc. ● NVQ 3 for Teaching Assistants or equivalent qualification such as CLANSA, STAC ● Hold a current driving licence and be prepared to be Midas trained. ● Be prepared to undertake a first aid training programme
Professional Values & Practice:	<ul style="list-style-type: none"> ● Understand and respect social, cultural, linguistic, religious and ethnic backgrounds. ● Able to build and maintain successful relationships with pupils, treating them equitably with respect and consideration. ● Demonstrate a commitment and ability to raising educational achievement to all pupils and to promote positive values, attitudes and behaviour. ● Demonstrate a willingness and ability to improve own practices and methodologies through the utilisation of available 	<ul style="list-style-type: none"> ● Demonstrate a proven track record of understand the roles of parents and carers in pupils' learning and development and demonstrate ability to liaise with parents and carers sensitively and effectively.

	<p>information, tools, evaluation, observation and discussion with colleagues, mentors and line-managers.</p> <ul style="list-style-type: none"> ● Able to build and maintain successful relationships with pupils, treating them equitably with respect and consideration. ● Understand the roles of parents and carers in pupils' learning and development and demonstrate ability to liaise with parents and carers sensitively and effectively 	
Knowledge & Understanding	<ul style="list-style-type: none"> ● Demonstrate sufficient understanding of defined specialist area to support pupils' learning and an ability to acquire further knowledge to contribute effectively and with confidence to the classes or groups in which they are involved. ● Demonstrate familiarity with the school curriculum, the age related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved. ● Able to use Information Communication Technology as required in the school ● Use of other equipment and technology e.g. video, IRIS, photocopier etc. ● Understanding of principles of child development and learning processes 	<ul style="list-style-type: none"> ● Working knowledge of the national/foundation stage curriculum and other relevant learning programmes/strategies. ● Aware of the statutory frameworks relevant to the role.

	<ul style="list-style-type: none"> ● Understanding of principles of child development and learning processes. ● Ability to self-evaluate learning needs and actively seek learning opportunities. ● Ability to relate well to children and adults. ● Work constructively as part of a team, understanding classroom roles and responsibilities in the context of the position. 	
Monitoring & Assessment	<ul style="list-style-type: none"> ● Awareness and understanding of pupil assessment activities 	
Teaching & Learning Activities	<ul style="list-style-type: none"> ● Able to interest, motivate and advance learning of pupils using clearly structured teaching and learning activities. ● Able to communicate effectively and sensitively with pupils to support their learning. ● Appreciate the importance of inclusion and understand methodologies employed in promoting inclusion for a diverse range of learning activities. ● Understand the use of behaviour management strategies and procedures, which contribute to a purposeful learning environment. ● Understand health and safety issues relating to teaching space and resources and be able to organise and manage learning activities in a safe environment 	<ul style="list-style-type: none"> ● Understand issues relating to equal opportunities, bullying and harassment and be able to respond effectively to incidents and issues.