

Ref:	Job Profile
Position:	Teaching Assistant (Level 3) (Supporting & Delivering Learning)
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School: Meadow High School

Grade: Scale 4

Reports to: Relevant Team Leader

Purpose of Role To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.

Work could include programmes requiring detailed and specialist knowledge in particular areas and involve assisting the teacher in the whole planning cycle and the management and preparation of resources.

Supervision of whole classes occasionally during the short-term absence of teachers. Primary focus will be to maintain good order and to keep pupils on task., respond to questions and generally assist pupils to undertake set activities.

To supervise and support pupils whilst completing preprepared work and during play / unstructured times

Job Description	
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Support for Pupils:	Use specialist (curricular/learning) skills/training/experience to support pupils.
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To support pupils sensory needs by following, and contributing to, pupils personalised plans

To actively support the school to ensure that all pupils are safe and that safeguarding measure are followed

Assist with the development and implementation of EFL and PLIMs.

Establish 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.

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 in relation to progress and achievement.

To support pupil in the management of their medication across the school day

To ensure that records are made and maintained in line with school policy on school agreed systems including Medical tracker, My concern and Iris Adapt

Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development

Challenge and motivate pupils and promote and reinforce self-esteem.

Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

Support for Teachers:

Work with the teacher to establish and maintain an appropriate learning environment.

Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.

Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives.

Provide objective and accurate feedback and reports as required 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.

Administer and assess routine tests and invigilate exams/tests.

Provide general clerical/administration support e.g. administer coursework, produce worksheets for agreed activities etc.

Support pupils' access to learning using appropriate strategies, resources etc.

Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence.

Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.

Assist in the development and implementation of appropriate behaviour management strategies.

Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

Assist in the development, implementation and monitoring of systems relating to attendance and integration e.g.. registration, truancy, pastoral systems etc.

Provide administrative support e.g. dealing with correspondence, compilation, analysis and reporting on attendance/exclusions etc.

Support for the Curriculum:

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.

Implement local and national learning strategies e.g. **SCERTS**, literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.

To support in the development and making of personalised learning aids and resources for pupils

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 appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning

Support pupils to develop independent skills

Support for the School:

Be aware of and comply with 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 teacher, to support achievement and progress of pupils, including possibly attending EHCP reviews, CAMHS meetings and other meetings as deemed necessary

Attend and participate in regular meetings and CPD.

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.

Maintain professional relationships with parents/carers in liaison with class teacher and relevant AHT

To alert the school to any specific areas or strength or interest which may support the school vision, ethos and values

Safeguarding: Understand and implement all Safeguarding policies and procedure in relation to working with children and young people

Ensure that you fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People

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

Abide by the objectives and targets of both the Senior Manager and the Governing Body, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records

The post holder may also be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post. This would be subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

To ensure Meadow High School can provide suitable supervision and support for pupils, staff may occasionally be deployed to other locations which form part of the premises of the school, or elsewhere as may reasonably be required by the Headteacher of the school from time to time.

Annual Review

This job description will be reviewed annually and may be subject to amendment or modification at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Personal and Professional Conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staffs professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Signed (Postholder): _____

Signed (SLT): _____

Date: _____

Person Specification

Qualifications & Experience:

Very good numeracy/literacy skills.

NVQ 3 for Teaching Assistants or equivalent qualification.

Training in relevant learning strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.

Experience of working with relevant age groups within a learning environment.

Be prepared to undertake a first aid training programme and any other training deemed appropriate.

Professional Values & Practice:

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.

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.

Demonstrate a willingness and ability to improve own practices and methodologies through the utilisation of available information, tools, evaluation, observation and discussion with colleagues, mentors and line-managers.

Knowledge & Understanding:

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 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.

Can use ICT effectively to support learning and have an understanding of e-safety

Use of other equipment and technology e.g. video, photocopier etc.

Working knowledge of the national/foundation stage curriculum and other relevant learning programmes/strategies.

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.

Aware of the statutory frameworks relevant to the role.