Monmouth Comprehensive School | Ysgol Gyfun **Trefynwy**

Job Description: Teaching Assistant – Level 3 – Literacy Support

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1. **Title of Post:**   Teaching Assistant – Level 3
   Literacy Support

   MATERNITY LEAVE POST – 1st SEPTEMBER 2021 UNTIL THE CURRENT POST HOLDER RETURNS

2. **Salary Grade:**   TA3 – MCC Scale D SCP 9-13
   £20,903 to £22,627 pro rata per annum

   Hours of Work: 32.5 Per Week, 39 Weeks per year

3. **Relationships**

   3.1   The postholder is responsible to the Headteacher through the Assistant Headteacher (Inclusion) and the SNRB Lead Teacher and Deputy ALNCo.

   3.2   The postholder works with English Faculty and SNRB Team to plan, deliver and assess the learning of students within Science.

   3.3   The postholder works on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.

   3.4   The postholder liaises with parents, carers, and students as appropriate.

4. **Purpose of the Job**

   4.1   To work with the Assistant Headteacher – Inclusion, Deputy Additional Needs Co-ordinator, SNRB Lead Teacher and English team in taking responsibility for agreed learning activities/programmes with individuals/groups in or out of the classroom. This will involve planning, preparing and delivering learning programmes and monitoring students by assessing, recording and reporting on students' achievements, progress and development.

   4.2   To take responsibility for the implementation and evaluation of learning programmes and the management of other teaching assistants including allocation and monitoring of work and training.

   4.3   To provide a secure, challenging and motivating environment for students and other teaching assistants.

5. Responsibilities

5.1   To plan learning programmes for smaller groups of identified students within literacy skills (local and national learning strategies, eg literacy, numeracy, KS3/4) to support the learning needs of identified students/groups of students.

5.2   To deliver and support others in delivering programmes of learning to identified students/groups of students.

5.3   Monitor and evaluate students' responses to learning activities through recording of achievement against pre-determined learning objectives.

5.4   Provide accurate feedback and reports as required on student achievement and progress, ensuring the availability of appropriate evidence.

5.5   Maintain and update records of learning and contribute to reviews of systems/records and provision.

5.6   Assess students' work and accurately record achievement progress.

5.7   Promote positive values, attitudes and student behaviour in line with established policies and practices.

5.8   To provide a secure, challenging and motivating environment for students and other teaching assistants.

5.9   Liaise with parents as agreed with the Deputy Additional Learning Needs Co-ordinator and SNRB Lead Teacher and within your role/responsibility and participate in feedback sessions/meetings with parents.

5.10   To support the implementation ALN Act 2018 and Additional Learning Needs Code for Wales 2021.

5.11   To provide support to meet the personal care needs of individuals with disabilities in-line with the Equality Act 2010.

5.12   To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2014 and any other relevant Council and School policies relating to Safeguarding and Health and Safety.

5.13   To follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.

5.14   Be aware of and comply with policies and procedures relating to Behaviour Management, uniform, confidentiality and data protection, reporting all concerns to an appropriate person.

5.15   Uphold and promote the vision and ethos of the school.

5.16   Participate in training, learning activities and performance development as required.

6 Guidance

6.1   To have a current knowledge of learning programmes to support the learning of students/groups (national/local programmes, literacy, numeracy, Science).

6.2   To be able to use a range of learning data to identify, chart the progress of and evaluate student achievement/groups.

6.3   To plan lessons, resources and adapt as necessary to support learning of students/groups.

6.4   To assess and evaluate students'/groups work to plan the next steps in learning.

6.5   Record data on student progress and achievement using whole school reporting and recording systems.

6.6   To review IDPs/ILPs to support students' learning across the school.

6.7   Attend review meetings (including annual reviews) and parent meetings to provide information on student achievement/progress.

6.8   To work within the policies and practices of the school in supporting students' learning.

7   Professional Development

The school is committed to supporting all in developing their practice to achieve the very best outcomes for all students. Our CPD policy outlines the provision and practice for this role.

8   Performance Management

Our Performance Management policy and practice supports us in achieving the school's aims and objectives in raising standards. The Policy states how performance is measured in relation to the school's aims and priorities. These include:

- Pupil Progress data
- Quality of teaching against Teaching Standards, the school's teaching and learning approaches and Estyn Guidance, including observed practice.
- Self-assessment
- Professional dialogue
- Received feedback
- Performance Management statements
- CPD records

9   The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

10   The job description does not define in detail all the duties/ responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.