

Downsview Primary & Nursery School

Children, Young People and Learners

**Teaching Assistants – Supporting &
Delivering Learning (Level 3)**

Role Profile and Person Specification

November 2007

CROYDON COUNCIL

Role Profile

Job Title:	Teaching Assistant - Supporting & Delivering Learning (Level 3)
Department:	Children, Young People and Learners
Division:	Downsview Primary School
Grade Range:	Grade 5 - Scp 13-15
Hours:	35
Location:	Croydon
Reports to:	Senior Leadership Team/Class Teacher
Responsible for:	As directed by SLT/Class Teacher
Role Purpose and Role Dimensions:	<p>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. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities. Carry out lunchtime supervision.</p>
Commitment to Diversity:	<p>As a member of the Downsview Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.</p>
Key External Contacts:	
Key Internal Contacts:	<ul style="list-style-type: none">▪ Head Teacher/Deputies▪ Class Teacher
Financial Dimensions:	
Key Areas for Decision Making:	
Other Considerations:	

Key Accountabilities and Result Areas:

Support for Pupils

Key Elements:

This will involve:

Core Duties

- Using specialist (curricular/learning) skills/training/experience to support pupils.
- Supporting pupils consistently whilst recognising and responding to their individual needs.

Additional Duties

- Assisting with the development and implementation of IEPs.
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations.
- Promoting the inclusion and acceptance of all pupils within the classroom
- Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities.
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance.
- Providing feedback to pupils in relation to progress and achievement.

Support for the Teacher

This will involve:

Core Duties

- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

Additional Duties

- Working with the teacher to establish an appropriate learning environment.
- Being responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertaking marking of pupils' work and accurately recording achievement/progress.
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administering and assessing routine tests and invigilate exams/tests.
- Providing general clerical/admin. support e.g. administer coursework, producing worksheets for agreed activities etc.

Key Accountabilities and Result Areas:

Support for the Curriculum

Key Elements:

This will involve:

Core Duties

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

Additional Duties

- Implementing local and national learning strategies e.g. literacy, numeracy, KS3, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Helping pupils to access learning activities through specialist support.
- Determining the need for, preparing and maintaining general and specialist equipment and resources.

Support for the School

This will involve:

Core Duties

- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attending and participating in regular meetings.
- Recognising own strengths and areas of expertise and use these to advise and support others.

Additional Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Participating in training and other learning activities as required.
- Providing appropriate guidance and supervision and assisting in the training and development of staff as appropriate.
- Undertaking planned supervision of pupils' out of school hours learning activities.
- Supervising pupils on visits, trips and out of school activities as required.
- Supervising pupils at lunchtime

Key Accountabilities and Result Areas:

Key Elements:

Green Statement

This will involve:

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the Council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Ability to demonstrate a commitment to the Council's Customer Care Policy.

Key Accountabilities and Result Areas:

Health and Safety

To contribute as an effective and collaborative member of the School Team

Key Elements:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

Teaching Assistants – Supporting & Delivering Learning (Level 3)

Essential knowledge:

- NVQ 3 for Teaching Assistants or equivalent qualification or experience.
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- Appropriate first aid training.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
- Understanding of principles of child development and learning processes.

Essential skills and abilities:

- Very good numeracy/literacy skills.
- Can use ICT effectively to support learning.
- Use of other equipment technology – video, photocopier.
- 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 and your own position within these.

Essential experience:

- Experience working with children of relevant age.

Special conditions:

- Enhanced CRB check