Job Description

Position: Teaching Assistant Level 3

Salary: NJC Grade H (SCP 23 – 25)

Reports To: Senco & SEND Department

Main Purpose

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. This may include providing support in addressing the needs of students who need particular help in overcoming barriers to learning.

### Tasks

The duties outlined in this job description may be modified by the Principal, Vice Principal or Governors, with your agreement, to reflect or anticipate changes in the job commensurate with the salary.

#### Support for the Student

* Use specialist (curricular/learning) skills/training/experience to support students
* Assist with the development and implementation of Individual Education/ Behaviour Plans
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all students within the classroom
* Support students consistently whilst recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others and engage all students in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to students in relation to progress and achievement
* Work with groups of students

Support for the Teacher

* Work with the teacher to establish an appropriate learning environment
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate students responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required, to the teacher on student 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 students work and accurately record achievement/progress
* Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
* Supervise and assess routine tests and invigilate examinations/tests
* Provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc

Support for the Curriculum

* Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
* Implement local and national learning strategies e.g. literacy, numeracy, KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop students competence and independence in its use
* Help students to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources
* Manage tasks and learning programmes

## Support for the Academy

* Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the Academy
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Assist with the supervision of students out of lesson times
* Support the vertical tutoring and/or duty systems as required
* Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of the teacher
* Support the Learning Live programme
* Participate in training and other learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Professionalism & Learning

It is the Academy’s expectation staff are role models for students and staff and conducts themself in a professional manner in line with the Academy’s code of conduct and policies. They are expected to be learners and model good learning for students and staff. It is the Academy’s expectation staff seek to improve their practice by actively involving themself in the professional development programmes of the Academy which encourage and support reflective practice.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Specification

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Reports To: SENCO & SEND Department

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|  | Essential | Desirable |
| QUALIFICATIONS/  TRAINING: | * Requirement to complete DCSF Teaching Assistant Induction Programme * Willingness to participate in relevant training and development opportunities * NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant | * First Aid training or willingness to undertake appointed person certificate in First Aid * Child Protection training * Training in the literacy/numeracy strategy * Training in Special Educational Needs strategies * Qualifications at GCSE level or equivalent in Maths and English |
|  |  |  |
| EXPERIENCE: | * Recent and relevant experience of working with children within an education setting, within a specified age range/subject area | * Experience of working in a school or Academy environment |
|  |  |  |
| SKILLS/  KNOWLEDGE: | * Ability to relate well to children and adults * Ability to work effectively within a team environment, understanding classroom roles and responsibilities * Ability to build effective working relationships with all pupils and colleagues * Ability to promote a positive ethos and role model positive attributes * Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate * Ability to adapt own approach in accordance with pupils needs * Advanced understanding of national curriculum and other basic learning Programmes/techniques (within specified age range/subject area) e.g. knowledge of core subjects * Understanding of principles of child development, learning styles and independent learning * Specialist subject knowledge/curriculum/resources (*enter here if required by Academy)* * Experience of resources preparation to support learning programmes * Effective use of ICT to support learning * Experience of resources preparation to support learning programmes * Excellent communication skills * Excellent numeracy and literacy skills * Be able to maintain confidentiality * Excellent listening skills * The ability to manage behaviour of children in a positive and supportive manner * Awareness and basic understanding of the school curriculum (within specified age range or subject area) * General awareness of inclusion, especially within a school setting | * Relevant knowledge of First Aid * Knowledge of Child Protection * Equal Opportunities and recognising the nature of the diverse Academy community * Understanding of basic technology – computer, video, photocopier etc * Working knowledge of relevant policies/codes of practice/legislation |
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| PERSONAL AND PROFESSIONAL ATTRIBUTES: | * Friendly, approachable and professional manner * Calm approach * A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy * High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements * Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners * Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work * Ability to liaise sensitively and effectively with parent and carers, recognising their role in pupils learning * Able to improve their own practice through observations, evaluation and discussion with colleagues. |  |