Job Description



Teaching Assistant – Level 3

Job Description

Job details

Salary: NJC Grade 4 pro rata to weeks worked and continuity of service(from 44.85 weeks onwards)

Hours: 37 hrs per week

Contract type: Full time / Permanent

Reporting to: Assistant Headteacher

Job Purpose:
To work under the direction and 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.
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Key Contacts in Organisation:
Main contacts: Senior Leadership team, teachers and learning support staff, parents/carers external agencies.

Main responsibilities:

SUPPORT FOR TEACHERS

- Work with the teacher to maintain an appropriate learning environment.
- Work with the teacher in routine lesson planning, evaluating, and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' 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 pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating routine records as agreed with the teacher, contributing to reviews of systems/records as requested.

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- 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.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
- Provide general and routine clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, making appropriate adjustments according to pupil 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 pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Prepare and maintain general and specialist equipment and resources in line with agreed plans and strategies.

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote good behaviours in the learning environment by delivering agreed strategies and interventions.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively 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.

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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 all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal 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.
- 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' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

Key Skill Requirements:

(Knowledge, skills, experience & qualifications):

Experience

- Experience of working with children of relevant age

Qualifications/Training

- Very good numeracy/literacy skills.
- NVQ 3 for Teaching Assistants or equivalent qualification or relevant 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.

Knowledge/Skills

- Can use ICT effectively to support learning.
- Use of other equipment technology – video, photocopier.
- Full working knowledge of relevant polices/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.
- 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.

Special Features:

- Post holders must comply with the the following policies:
  - CWC's Diversity and Inclusion policy,
  - CWC and the School's Health and safety policies
  - Data Protection (GDPR) policies.

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

Post holders will be required to demonstrate the behaviours and attributes that support CWC core values.