



Job Title: Level 3 Teaching Assistant  
Salary: SCP 11 – 17 £23,774 - £26,207, term  
time only plus inset. (£27,269 - £30,060  
FTE)  
Location: Yardley Wood, Birmingham  
Start: Permanent Full time September 2024  
Closing date: As soon as possible

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### Job Description:

Responsible to the Deputy Headteacher

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

### Core Purpose

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate

### Responsibilities

- Support for pupils (either individually or in groups)
- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties. - Support pupils with literacy and numeracy skills - Support pupils to access the curriculum.

- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

### **Support for the teacher(s)**

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with LEA policy

### **Support for the school**

- Support the development and effectiveness of teamwork within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job **Support for the curriculum**
- Support the use of information and communication technology in the classroom

### **General**

- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school

- To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parents evenings
  - Any other duties as commensurate within the grade in order to ensure the smooth running of the School
- Safeguarding children and Safer Recruitment**

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the academy and BDMAT, in line with national requirements.
- Ensure that all academy policies and procedures are followed by all team members

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description as required by the Headteacher.

**Person Specification:**

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Knowledge/Qualifications and Experience	Essential	Desirable
Experience of working in an educational setting with young people.		*
Effective communication with children, staff, and other professionals	*	
Excellent IT skills	*	
Clear communication skills, written and oral	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively within difficult situations	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team	*	
Ability to work own initiative within departmental procedures	*	



Ability to work in a timely and efficient manner to agreed deadlines	*	
Demonstrable awareness of legislation relating to the welfare and protection of children	*	
Ability to maintain a professional manner in challenging situations	*	
Knowledge of Safeguarding legislation and procedures.	*	
Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	*	
GCSE English at grades A*-C / 9-5 and GCSE Maths A*-C / 9-4 (or equivalent)	*	
NVQ Level 3 Teaching Assistant Qualification or Equivalent degree. Or Equivalent work experience in education & social work	*	
Experience of working/ supporting with children or young adults. Experience of supporting in the delivery of interventions and taking the lead where appropriate.	*	
The ability to work with children with additional need giving cognisance to SEND students, equal opportunities, diversity, ethos and student management	*	
Experience of liaising with external agencies & professionals such as psychologists and therapists	*	
Experience of working CPOMS & Arbor		*
Detailed understanding of the principles of safeguarding children		*