



Job description: Level 3 Teaching Assistant

Job details

School: Bourne Primary School

Salary / grade: Scale 3

Hours: 8.30-3.15, Monday to Friday, 31.25 hours per week

Responsible to: Headteacher, DHT

Responsible for: n/a

PURPOSE OF THE JOB:

To work under the direct instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils in order to raise standards of attainment. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

To provide support for pupils across the school, including in the EYFS, the teacher and the school for all pupils; to encourage pupils to become independent learners; to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

- To work as part of a team delivering the highest quality of care and education
- To contribute to the provision and maintenance of a healthy, stimulating, safe, enabling and aesthetically pleasing learning environment
- To develop and maintain professional links with parents, colleagues, carers and other agencies working with the school, the local community and the Local Authority.
- To contribute and plan for the preparation, delivery and evaluation of learning experiences, that will enhance children's physical, intellectual, emotional, social and moral development.

MAJOR DUTIES AND RESPONSIBILITIES

- To support individual children and groups, under the direction of the class teacher/SENDCO introducing activities and using a range of strategies to support all children in their learning.
 - To help pupils to access the full curriculum, at the same time promoting independent learning, as well self-reliance and interdependence.
 - Plan and deliver a range of interventions with support from the class teacher and SENDCO
 - To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
 - To help to maintain individual and group records where asked to by the class teacher.
 - To contribute to the planning and evaluation of learning activities for individuals and groups.
 - To liaise with and maintain effective working relationships with colleagues and parents and other professionals.
 - To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning.
 - To provide care with regard to the physical welfare of pupils where necessary, including self-care and other personal needs of children and implement related personal programmes.
 - To support with safe play during playtimes and lunchtimes as required.
 - Provide clerical/administrative support e.g. photocopying, typing, filing, routine marking of pupils' learning outcomes
 - To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher.
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- To support the organisation of the learning environment, including the production, maintenance and storage of resources.
- To read and understand lesson plans so they are fully resourced and prepared for, and assist pupils in their use.
- Meet regularly with the class teacher during contracted hours to discuss children's progress and to plan and review support.
- To attend meetings during contracted hours to discuss children's progress with parents and other professionals as well as team meetings where necessary
- To contribute to discussions on making decisions and recommendations about practice, routines and organization of space, to maximize learning opportunities for all children.
- To actively support the school's vision, values and ethos.
- To be familiar with, actively support and comply with all the school policies and procedures, including Equal Opportunities, Anti-racism, Health and Safety, Child Protection and Relationships and Behaviour.
- To undertake all care tasks related to children's physical welfare in accordance with LA guidance and procedures.
- To accompany children and teachers on educational visits and trips during contracted hours.
- To support the teacher in managing children's behaviour, reporting conflict and incidents in accordance with school policies and procedures.
- To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.

OTHER RESPONSIBILITIES

- Contribute to the implementation of EHCPs for individual children, liaising with the SENDCO, parents and teachers as required.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- Be aware of the particular learning and physical needs of the pupils.
- Actively participate in the school's performance management system, as specified in the school policy, meeting regularly with your line manager, in accordance with the policy, ensuring that performance standards/targets are set and met within the agreed time scale.
- Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.
- Within your contracted hours, attend staff meetings, as required.
- To promote the safeguarding of children
- To undertake any other duties appropriate to the post that may reasonably be required from time to time

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

Notes

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change as your contract changes or as the organisation of the school has changed. This job description may be amended at any time in consultation with the postholder and will be reviewed annually.

Headteacher / line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

L3 Teaching Assistant Person Specification		
Criteria	Essential	Desirable
Qualifications	GCSE Maths and English Grade A-C A recognised LSA qualification at Level 3 (e.g. CLANSA, City and Guilds, STA, NVQ)	Further/ Higher education: A levels Degree
Competencies/ Experience	<ul style="list-style-type: none"> • Previous experience of primary settings. • The skills to be able to follow instructions and also to use initiative • The ability to work as part of a team. • Good standard of verbal and written English • Effective behaviour management • Good organisational skills • Can create an inviting/stimulating environment • Good ICT skills • Able to use basic technology • An appreciation of children's development and their need to become independent • Awareness of how children develop and learn from birth to 5 as well as the various factors that affect their learning through the primary age range. • An understanding of and commitment to inclusive education. 	<ul style="list-style-type: none"> • Appropriate knowledge of first aid.
Personal Qualities	<ul style="list-style-type: none"> • A commitment to continued development by undertaking training and attendance at courses. • A belief and understanding of equal opportunities, including anti-racism • Good interpersonal skills • Ability to adapt to changing circumstances and ideas • High levels of commitment and enthusiasm • Skills in dealing sensitively with children and adults • Strategies for dealing with difficult situations • Discreet and able to keep confidentiality • Flexible and can work under pressure and meet deadlines • High expectations of self and others • Able to meet the physical demands of the post. • A sense of humour 	

