Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Teaching Assistant – Supporting & Delivering Learning - Level D

SECTION: Schools

Please note; this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.
Text in bold font indicates the key level responsibilities for this role.

1. PURPOSE OF JOB

To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals / groups or short-term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the management and development of a specialist area within the school and / or management of other teaching assistants including allocation and monitoring of work, appraisal and training

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- **Assess the needs of pupils and use detailed knowledge** and specialist skills to support pupils' learning
- **Develop and implement** IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- 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

Support for the Teacher

- **Organise and manage** appropriate learning environment and resources
- Within an agreed system of supervision, **plan challenging teaching and learning objectives** to evaluate and adjust lesson / work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- **Record progress and achievement in lessons / activities systematically and provide evidence of range and level of progress and attainment**
- **Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence**
- **Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress / achievement etc**
- Administer and assess /**mark tests** and invigilate exams / tests
- **Produce lesson plans, worksheet, plans etc**

Support for the Curriculum

- **Deliver learning activities** to pupils within agreed system of supervision, adjusting activities according to pupil responses / needs
- **Deliver** local and national strategies e.g. literacy, numeracy, KS3, early years, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- **Use** ICT effectively to support learning activities and develop pupils' competence and independence in its use
- **Select and prepare resources** necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- **Advise on appropriate deployment and use of** specialist aids / resources / equipment

Support for the School

- **Comply with and assist with the development of** policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting 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

- **Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils**
- Recognise own strengths and areas of specialist expertise and use these to **lead, advise and support pupils**
- **Deliver out of school learning activities within guidelines established by the school**
- **Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class**

<u>Line Mgt. Responsibilities where appropriate</u>

- **Manage other teaching assistants**
- **Liaise between managers / teaching staff and teaching assistants**
- **Hold regular meetings with managed staff**
- **Represent teaching assistants at teaching staff / management / other appropriate meetings**
- **Undertake recruitment / induction / appraisal / training / mentoring for other teaching assistants**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

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CRITERIA	**ESSENTIAL CRITERIA**
Job Related Education and Qualifications□and Knowledge	• **Meet Higher Level Teaching Assistant standards or equivalent qualification or experience** • **Excellent numeracy / literacy skills equivalent to NVQ level 2 in English and Maths** • Training on relevant learning strategies e.g. literacy • Full working knowledge of relevant policies / codes of practice / legislation • **Working knowledge and experience of implementing the national / foundation stage curriculum and other relevant learning programmes / strategies** • Good understanding of child development and learning processes • Understanding of **statutory frameworks relating to teaching**
Experience□	• Experience of working with children of relevant age **in a learning environment**
Skills/Abilities	• **Excellent** numeracy / literacy skills • **Specialist skills / training in curriculum or learning area e.g. bi-lingual, sign language, ICT** • **Constantly improve own practice / knowledge** through self-evaluation and learning from others • Ability to relate well to children and adults • Can use ICT effectively to support learning • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • **Ability to organise, lead and motivate a team**
Equalities □	• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.