

## **JOB DESCRIPTION**

**Job Title:** Teaching Assistant Level 3

**Grade:** Grade E SCP 11-17 plus SEN allowance

**Reports to:** Director of Inclusion/ SENDCO

**Line management responsibility:** NA

### **Main purpose of the job:**

To provide support to teachers and students with Developmental Language Disorder needs in a variety of ways; including special needs support and exam invigilation.

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## **Key Duties and Responsibilities:**

### **Support for students**

- To provide consistent and appropriate support to identified students, responding to their individual needs.
- To monitor, assess, evaluate, and provide feedback to students in relation to their progress and achievement under the guidance of the classroom teacher/ Specialist Provision Lead Teacher (ASD/DLD) and Level 4 Teaching Assistants.
- To deliver and/or assist in the provision of specialist programmes and/or education through structured activities on an individual and/or group basis.
- To support literacy and numeracy interventions as and when required.
- To support children identified by a EHCP or where appropriate, other children who require support in or outside of the classroom.
- To establish good working relationships with students, acting as a role model and setting both realistic and challenging expectations of the students.
- To prepare suitable work for the student(s) under the guidance of the teacher, and to make or adapt resources (e.g., worksheets or sight cards) to enable the students(s) to access the learning activity at their appropriate level of understanding.
- To always promote the safety and wellbeing of children.
- To develop an understanding of students specific needs to enable them to learn as effectively as possible.
- To assist with the supervision of student(s) out of lesson time, as necessary for their safety.

### **Support for teachers**

- To maintain records of in-class support and of the progress of individual students.
- To work within the school disciplinary policy, anticipating and managing behaviour.
- To provide relevant information on supported students learning needs.
- To support the whole school approach to improving literacy and numeracy.
- To take part in the invigilation of school examinations

- To liaise closely with the class teacher and any external professional as appropriate to support the implementation of any special programme(s) or Individual Support Plan designed for the student(s).

### Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to students learning styles and individual responses/needs.
- Implement local and national learning strategies.
- 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.

### Support for the School

- To support and always uphold the ethos of the school.
- To liaise with staff, parents and other support agencies to help monitor progress and raise achievement.
- To attend relevant meetings and participate in training opportunities and performance development as required.
- To participate in the supervision of off-site educational visits as and when required.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate named DSL.
- Ensure all students have equal access and opportunities to learn and develop.
- To supervise in the resource provision during the absence of a Lead teacher / Level 4 Teaching Assistant.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

## PERSON SPECIFICATION

### Job Title: Teaching Assistant Level 3

Qualifications and training	Essential	Desirable
Level 2 or higher in English/Literacy & Maths	✓	
Level 3 or higher qualification in a relevant discipline or equivalent work based experience	✓	
Continuous professional development in a relevant area		✓

Experience, knowledge, and skills	Essential	Desirable
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Working alongside young people with special educational needs in an educational setting for a minimum of 2 years	✓	
Preparing resources to support learning programmes	✓	
Working effectively within a team environment	✓	
Learning programmes and strategies for your people with special educational needs	✓	
Child development, learning and inclusion within mainstream school	✓	
Classroom roles and responsibilities	✓	
Programme planning for pupils with special educational needs		✓
Conflict resolution		✓
Understanding of Educational Health Care Plans		✓
SEN policies, procedures & codes of practice	✓	
Safeguarding of children & young people	✓	
Confidentiality and Data Protection	✓	

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Effective in the use of ICT	✓	
Ability to promote a positive ethos and role model positive attributes	✓	
A team player with energy, commitment, enthusiasm and resilience	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	
Ability to remain calm under pressure	✓	
Ability to communicate across all levels		
Ability to build and maintain effective working relationships	✓	
A confident yet caring approach	✓	

<b>Special requirements</b>	<b>Essential</b>	<b>Desirable</b>
Satisfactory enhanced DBS certificate	✓	
Medical clearance	✓	
Two satisfactory references	✓	
Full UK driving license and access to a car during working hours		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.