

JOB DESCRIPTION

Job Title: Teaching Assistant Level 3

Grade: 6

Point: 7 - 12

Responsible to: Headteacher

Responsible for: None

Job Purpose

To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals, groups of individuals or the whole class to promote effective teaching and learning throughout the school day.

During the short-term absence of the class teacher a Level 3 teaching assistant may be required to supervise the whole class and deliver pre prepared activities. This will include management of the support staff in the class.

To provide general support to the class teacher in the management and organisation of the classroom.

To assist the teacher in creating and maintain a purposeful, orderly and supportive learning environment.

To promote the inclusion of all pupils/students, ensuring they have equal opportunities to learn and develop.

To be responsible for promoting and safeguarding the welfare of children and young people within the school

Key External Contacts

Parents, carers

Key Internal Contacts

Headteacher, class teacher, support staff, pupils

Duties and Responsibilities

Support for Pupils/Students

1. To support working relationship with the pupils/students, acting as a role model and setting high expectations.
2. To support pupils/students learning in the most effective way.
3. To meet the personal needs of pupils/students whilst encouraging their independence.

4. To support pupils/students through the delivery of specific learning programmes and to contribute to setting EHCP targets and to EHCP annual reviews.
5. To encourage pupils/students to interact and work co-operatively, ensuring all pupils/students are actively engaged in learning activities.
6. To promote the inclusion of all pupils/students ensuring they have equal access to learning opportunities in all areas of the curriculum and throughout the school day.
7. To provide feedback to pupils/students and the class teacher in relation to pupils/students progress and achievement.
8. Provide personal and intimate care when required.
9. To safeguard and protect the well-being of pupils/students in line with Trust policy and procedures.
10. To deliver therapeutic programmes devised by external professionals.
11. To provide any specialist interventions or teaching approaches for which you have received the appropriate training e.g. SALT, RWI and Lego Therapy and etc.
12. To assist with the general pastoral care of pupils/students, including the administration of medication, first aid and helping pupils/students who are unwell, distressed or unsettled.

Support for the Teacher

1. To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum.
2. In the short-term unplanned absence of the teacher, to cover all pre prepared activities to provide continuity for the pupils/students. This will include management of support staff in the class.
3. As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
4. To work on classroom displays following consultation with the teacher.
5. To observe, monitor and evaluate pupils/students responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
6. Be responsible for keeping and updating pupils/students records as agreed and contributing to reviews of systems as required.
7. Promote positive values and attitudes.
8. To support the teacher with positive behaviour management in line with the schools Behaviour policy.
9. To provide general clerical/admin support.
10. Update and accurately record information using the schools electronic record system e.g., medical, safeguarding, attendance and behaviour.

Support for the Curriculum

1. To assist in the development of social, communication and life skills.
2. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil/student responses and needs.
3. To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils'/students' interests, language, and cultural backgrounds.
4. Support the use of technologies to promote pupils/students access to learning in all areas of the curriculum.

Support for the School

1. To provide support for pupils/students emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
2. To accompany teaching staff and pupils/students on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils/students under the supervision of the teacher.
3. To contribute to the overall ethos, work and aims of the school.
4. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support pupil/student progress.
5. Recognise own strengths and areas of expertise and use these to advise and support others.
6. Provide appropriate guidance and supervision and assist in training and development of staff as appropriate.

Responsibilities

1. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security SEN/Inclusion, confidentiality, and data protection, reporting all concerns to the appropriate named person.
2. To adhere to school health and safety policy including risk assessment and safety systems and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
3. To adhere to Trust policy on equality and diversity and to contribute to the values, culture, ethos, equalities, and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
4. To appreciate and support the role of other professionals.

Personal & Professional Development

1. Attend and participate in relevant meetings as required.
2. Participate in training, other learning activities and performance development.
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development.

Confidentiality and Data Protection

1. To treat all information acquired through employment, both formally and informally, in strict confidence.
2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of safeguarding, ensuring that the welfare and safety of children attending the School and to report any safeguarding concerns to the DSL as detailed within the safeguarding policy.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g., Children’s Act, KCSIE (Keeping Children Safe in Education), National Service Frameworks, Safeguarding/Child Protection Procedures, Health and Safety and Data Protection.

Person Specification - Teaching Assistant - Level 3

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			
NVQ 3 for Teaching Assistants or equivalent qualification or experience.	✓		A
GSCE English & Maths A-C or equivalent grade C or above	✓		A
Willingness to obtain appropriate first aid training.	✓		A
Other relevant training e.g., Makaton, BSL, TEACCH, EKLAN etc		✓	A
Experience			
Experience working with students/pupils	✓		A/I
Experience working in a school setting.	✓		A/I
Skills, knowledge and understanding.			
Able to use technology effectively to support learning	✓		A/I
A general understanding of GDPR legislation			
An understanding of the SEND Code of practice and other relevant legislation.		✓	A/I
Knowledge of safeguarding KCSIE legislation	✓		A/I
Understanding of the principles of child development and learning processes.	✓		A/I
An understanding of different SEND and the impact they may have on learning.		✓	A/I
An understanding of the needs of different types of learners		✓	I
An understanding of what makes an effective learning environment.		✓	I
An understanding of how to interact with and engage pupils/students in learning.	✓		I
An understanding of how to promote positive behaviour.		✓	I
An understanding of different forms of communication		✓	I
The ability to self-evaluate your own learning needs and actively seek learning opportunities.	✓		I
The ability to relate well to children and adults.	✓		A/I
The ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓		I
The ability to lead or motivate others.	✓		A/I

Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training.	✓		
Appointment to the post is subject to a satisfactory enhanced DBS (Disclosure and Barring Service) check.	✓		
Evidence of commitment to safeguarding and protecting the welfare of children.	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

*I - Interview

T – Test/Presentation

A – Application Form