

Job Description: Assistant Pupil Progress Leader (Teaching Assistant) (Grade 3)

Job Purpose

Provide support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement. Promote students' independence, self-esteem and social inclusion.

Grade: Grade 3 (Term Time only + 5 days)

Base: Wellfield School

Responsible to: SENCO

Main Responsibilities

Teaching & Learning

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)

Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities

Use effective behaviour management strategies consistently in line with the school's policy and procedures

Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment

Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

Planning

Plan and deliver a selection of interventions to small groups of students

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

Read and understand lesson plans shared prior to lessons, if available

Prepare the classroom for lessons

Working with colleagues and other relevant professionals

Work with class teachers to raise the learning and attainment of students

Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher

Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with

Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

Whole-school organisation, strategy and development

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

Make a positive contribution to the wider life and ethos of the school

Health and safety

Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

Look after children who are upset or have had accidents

Developing Self and Working with Others

Take part in an annual staff performance review with line manager

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Work collaboratively with teaching staff to support students in their learning and the preparation of learning resources

Supervise the use and care of the school building, fixtures and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

Set a positive example to students in work ethic, conduct, dress code, punctuality and attendance

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date:

Person Specification: Assistant Pupil Progress Leader (Teaching Assistant)

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> • Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification e.g. social care, nursery work) • GCSE grades 9 to 4 (A* to C) in English and Maths. • Willingness to participate in relevant training and development opportunities 		Application form/Interview
Experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working with children in an education setting 	Application form/References
Professional Skills and knowledge	<ul style="list-style-type: none"> • Ability to build and maintain effective relationships and personal boundaries with students. • Ability to liaise sensitively and effectively with parent and carers, recognising their role in students learning • Excellent communication skills • Good standard of numeracy & literacy • Good IT skills • Understands and acts on responsibility for the safeguarding and welfare of students 	<ul style="list-style-type: none"> • Subject and curriculum knowledge relevant to the role • Effective use of ICT to support learning 	Application form, Interview/ Assessment, References
Personal attributes	<ul style="list-style-type: none"> • Ability to build and maintain successful relationships with students; treat them consistently, with respect and 		Application form, Interview/ Assessment,

	<p>consideration, and demonstrate concern for their development as learners.</p> <ul style="list-style-type: none"> • A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines • High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to work effectively as part of a team • Punctual and reliable • Suitability to work with children 		References
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