

JOB DESCRIPTION



POST TITLE: Teaching Assistant Level 3

OVERALL PURPOSE OF THE POST

To work under the direction and instruction of appropriate staff to support access to learning for pupils by assisting the teacher, including the management and preparation of resources, implementing agreed work programmes with individuals / groups both within and out of the classroom, and to provide general support in the management of pupils in the classroom. This may include the use of detailed and specialist knowledge in particular areas, and will involve assisting the teacher in the whole planning cycle.

The post-holder may also supervise whole classes during the short-term absence of teachers, when the primary focus will be to maintain good order and to keep pupils on task.

MAIN DUTIES AND RESPONSIBILITIES

1. Support for pupils

- Use specialist skills, training and/or experience to support pupils.
- Assist with the development and implementation of individual education plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encouraging pupils to take responsibility for their own behaviour.
- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, first aid and welfare matters.
- Supervise and support pupils, ensuring their safety and access to learning, including pupils on visits, trips and out of school activities as required.
- Establish good relationships with pupils, providing relevant pastoral support, and acting as a role model and responding appropriately to individual needs.
- Encourage pupils to interact and work cooperatively with others and to engage in all activities
- Support pupils consistently whilst recognising and responding to their individual needs; promoting independence and employing strategies to recognise and reward.
- Receive and supervise pupils excluded from or otherwise not working to a normal timetable.
- Provide appropriate feedback to pupils relating to their progress and achievement.

2. Support for the teacher

- To promote the inclusion and acceptance of all pupils within the classroom.
- To support the teacher to establish an appropriate learning environment.
- Support the teacher in lesson planning, evaluating and adjusting lesson / work plans as appropriate.
- Be aware of pupil achievements, progress and problems, and report to the teacher as agreed.
- To support the teacher in managing pupil behaviour.

- To monitor and evaluate pupil responses to learning activities through observation and planned recording of achievements against predetermined learning activities.
- To provide objective and accurate feedback and reports, as required, to the teacher, on pupil achievement, progress and other matters, ensuring availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Administer and assess routine tests and invigilate exams/tests.
- To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role and responsibility
- Prepare the classroom, as required, for lessons and clear afterwards and assist with the display of pupils' work.

3. Support for the Curriculum

- Support pupils to understand instructions and assist them in accessing learning activities
- Support pupils in respect of local and national learning strategies, eg literacy, numeracy, KS2, etc. as directed by the teacher.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies, for example, literacy, numeracy, Early Years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Help pupils to access learning activities through specialist support.
- Support pupils in using basic ICT developing pupil competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources and assist pupils in their use.

4. Support for the Academy

- Be aware of and comply with policies and procedures relation to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with the policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- In conjunction with the teacher, support the role of other professionals, establishing constructive relationships and communication with other agencies in order to support the achievement and progress of pupils.
- Liaise with outside agencies
- Attend and participate in relevant meetings as required.
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Participate in and lead training and other learning activities and performance development as required.

- Assist with the monitoring of pupils out of lesson times including both before and after school and at lunchtimes / break periods.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- There may be an occasional requirement to attend work outside of the normal working day for which appropriate payment would be made.

5. General duties and responsibilities

- Appropriate knowledge of First Aid will be required, for which training will be provided.
- To appropriately maintain the confidentiality of the working environment
- Contribute to and promote the overall ethos/aims of the school.
- Support and maintain a positive working environment between colleagues across the
- To deliver and undertake training as required
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
- To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
- To understand and comply with procedures for the emergency evacuation of the school.

OTHER

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment
- Promote and support the aims, ethos and vision of the academy/trust
- To comply with all ACET policies and procedures
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974
- To understand and comply with procedures for the emergency evacuation of the school
- To work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Academy to enable students to achieve
- Work in other ACET academies, as required (with travel payment if appropriate).

The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.