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| **Job Description** | **Teaching Assistant Level 3**  **Reporting to SENCO** |
| **Teaching and Learning** | Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff  May work with individual pupils with special educational needs and/or with pupils for whom English is not their first language.  May implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupils’ responses as appropriate.  Participate in planning and evaluation of learning activities with the teacher.  Support independent learning and inclusion of all pupils.  Provide feedback to pupils in relation to attainment and progress under the direction of the teacher.  May assist with the development of individual development plans for pupils e.g. Pupil Passports.  Provide learning activities for individuals and groups under the direction of the teacher, differentiating and adapting programmes to suit the needs of allocated pupils.  Plan and evaluate specialist learning activities with the teacher.  Provide specialist support e.g. SEN, EAL or in a particular learning area.  May be involved with organising and implementing individual development plans for pupils e.g. Pupil Passports, including attending reviews and passport evenings. |
| **Resources** | Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.  May handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom.  Arranging/providing resources for lessons/activities under the guidance of the teacher/SENCo/Assistant SENCo.  Select and adapt appropriate resources/methods to facilitate agreed learning activities.  May maintain and monitor stocks/supplies. |
| **Exams , educational visits and other supervision** | May invigilate exams and tests.  May assist escorting pupils on educational visits.  May assist with break time supervision including facilitating games and activities. |
| **Personal and welfare support** | Assist pupils as required with dressing e.g. PE lessons, hygiene / soiled clothes and toilet visits including wiping/support with sanitary wear whilst encouraging independence.  Support with eating whilst encouraging independence.  Guide and support pupils emotional and social well-being, reporting any problems to the teacher or relevant safeguarding staff.  Ensure students receive medication on time where directed.  Support learners who cannot move around the Academy on their own, this may include 1:1 wheelchair support, along with carrying bags and learning equipment. |
| **Systems, policies and procedures** | Uphold the academy duty to safeguard students and colleagues.  Contribute to maintaining a safe environment.  Responsible for the careful and safe use of equipment |
| **Team involvement** | May demonstrate own duties to new or less experienced staff.  May support the work of volunteers and other teaching assistants in the classroom.  May occasionally support, advise and/or monitor less experienced teaching assistants, students, volunteers. |
| **Building professional relationships** | Establish and maintain relationships with families, carers and other adults e.g. therapists.  Exchanges information with staff and parents/carers |
| **Record keeping and information management** | Assess, record and report on the development, progress and attainment as agreed with the teacher.  Monitor and record pupil responses and learning achievements.  Write reports and records confidential pupil data as required. |
| **Problem solving and decision making** | Interpret information or situations and to solve straight forward problems/make minor decisions. |
| **Knowledge, skills and experience** | GCSE grade C in Maths and English or equivalent as a minimum  NVQ level 3 in related area or equivalent or equivalent experience, ***or willingness to work toward this.***  Competent in the use of ICT in all aspects of the role  Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area  Curriculum knowledge and experience to support and lead learning activities.  Knowledge and compliance with policies and procedures relevant to health and safety and child protection. |
| **Physical demands and working conditions** | May be required to stand for long periods and or work in awkward positions e.g. low chairs.  Some exposure to unpleasant conditions e.g. noise, outdoor working  May be asked to support on offsite activities, such as school trips etc… |

**Equal** **Opportunities:**

* To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided.
* To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

**Generic** **Staff** **Requirements:**

* Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers, and the wider community.
* Adhere to the principles expressed in the aims of the Academy and its mission statement.
* Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
* Be a positive, collaborative team member.
* Apply Academy policies in all aspects of the role.
* Keep up to date with all aspects of the Child Protection Policy as it applies to the post.
* Undertake any other duties commensurate with the post or as directed by the principal.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description is current at the date shown but, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through Ormiston Sir Stanley Mathews Academy Performance Management Policy. The Governors and Principal of Ormiston Sir Stanley Mathews Academy are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

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| **Signed** |  | **Dated** |  |