

Post:	Teaching Assistant Level 3
Location:	Academy based
Salary:	Grade 4, scale point 11-14 (FTE £27,269 – £28,624)
Contract:	Academy
Status:	Term Time plus 1 week
Hours:	28
Reports to:	SENCo

Purpose of the job

Overall purpose of the post is to work with teachers support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Teaching and Learning

- 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, ASD,EAL or in a particular learning area.
- May provide short term cover supervision of HIVE classes.
- May be involved with organising and implementing individual development plans for pupils e.g. IEPs, including attending review.

Resources

- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- May handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom.

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

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- May guide and support pupils in their personal, emotional and social development.

Systems, policies and procedures

- Contribute to maintaining a safe environment.
- Responsible for the careful and safe use of equipment

Team involvement

- May occasionally support, advise and/or monitor less experienced teaching assistants, students, volunteers

Building professional relationship

- 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

- There is a need to interpret information and situations and to solve varied problems and develop solutions

Knowledge, skills and experience

- NVQ level 3 in related area or equivalent or equivalent experience,
- Competent in the use of ICT in all aspects of the role
- Specialist skills and knowledge relevant to the role e.g. ASD, 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.

Generic

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Fluency in English

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.