



**Steel City**  
Schools Partnership

Recruitment  
information for the  
position of  
**Level 3 Teaching Assistant**  
**Mansel Primary**



## **TEACHING ASSISTANT – LEVEL 3**

**The Trustees of Steel City Schools Partnership are looking to recruit a skilled and inspirational Level 3 Teaching Assistant as soon as possible to complement the educational support staff teams. This is permanent position.**

Grade 4, £25,584 - £27,711 FTE. Actual salary, £19,329 - £20,936

### **Expectations:**

To work with an existing team of Teaching Assistants led by the Inclusion Lead / Leadership Team, to implement work programmes with individuals/groups, in or out of the classroom.

This may include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teaching staff in the whole planning cycle and the management/preparation of resources.

Staff may also supervise whole classes occasionally during the short-term absence of teachers.

### **Relevant Qualifications:**

- Good literacy/numeracy skills
- NVQ 3 for Teaching Assistants or equivalent qualifications or experience

We are looking for individuals who are:

- Committed to a child centred philosophy
- Able to work within a team to prepare, plan and deliver exciting and enjoyable activities to develop young children's skills
- Able to assess children's progress and focus upon their next steps.

The successful applicant must be

- Committed to excellence within their work in school and across the partnership
- Able to work as an effective team member
- Well organised
- Able to communicate with children and adults in a constructive and effective way.

### **Application Information:**

For further information and / or to arrange a visit please contact:

**Tammy Mosley** via the School Office on 0114 232 1278

## JOB DESCRIPTION FOR POST OF TEACHING ASSISTANT - LEVEL 3

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.

<b>POST TITLE</b>	<b>TEACHING ASSISTANT – LEVEL 3</b>
<b>GRADE</b>	<b>4</b>
<b>RESPONSIBLE TO</b>	<b>HEADTEACHER</b>
<b>PURPOSE OF JOB</b>	<p>To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom.</p> <p>This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.</p> <p>Staff may also supervise whole classes occasionally during the short-term absence of teachers.</p> <p>The primary focus will be to maintain good order and to keep pupils on task.</p> <p>Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities</p>
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Very good literacy/numeracy skills</li> <li>● NVQ 3 for teaching assistants or equivalent qualifications or experience</li> <li>● Training in the relevant learning strategies</li> <li>● Appropriate first aid training</li> </ul>

### MAIN DUTIES AND RESPONSIBILITIES

#### SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of IEPs
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement

## **SUPPORT FOR THE TEACHER**

1. Work with the teacher to establish an appropriate learning environment
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Undertake marking of pupils' work and accurately record achievement/progress
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
9. Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

## **SUPPORT FOR THE CURRICULUM**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS2, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources

## **SUPPORT FOR THE SCHOOL**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of pupils' out of school hours learning activities
10. Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role.

## Person Specification for post of Senior Teaching Assistant - Level 3

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification

<b>Qualification and experience</b>	
<b>Candidates should have:</b>	
1	NVQ 3 for Teaching Assistant or equivalent qualification or experience.
2	GCSE Maths and English or equivalent (NVQ 2) or evidence of abilities at this level.
3	Recent experience in relevant learning strategies e.g. Literacy, Numeracy.
4	Specialist skills/training in curriculum or learning area e.g. use of visuals, interventions or SLCN/ASD approaches.
5	An understanding of Social, Emotional and Mental Health (SEMH) difficulties and have experience of working with children with SEMH.
6	Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD.
<b>Personal qualities</b>	
<b>Candidates should:</b>	
1	Communicate effectively and develop positive relationships with pupils, parents and all other stakeholders.
2	Demonstrate excellent interpersonal and organisational skills to work collaboratively and constructively with a class teacher and other staff in school.
3	Be decisive, consistent and have a creative approach to problem solving.
4	Be well presented and have a positive attitude.
5	Flexible and adaptable to changing circumstances/situations.
6	Ability to work effectively as part of a team and contribute to group thinking, planning etc.
7	Ability to use own initiative and work independently.
8	Ability to work calmly under pressure.
<b>Skills</b>	
<b>Candidates should be able to:</b>	
1	Support the vision for the school and the Trust
2	Work with the teacher and other staff to identify suitable learning activities and deliver these for whole class sizes, groups of pupils or on a 1:1 basis.
3	Relate positively with children, motivate, inspire and have high expectations of all pupils.
4	Contribute to the recording and assessment of pupil progress/performance etc.
5	Apply a range of behaviour management policies and strategies that contribute to a purposeful learning environment.
6	Evidence an understanding of child development and learning processes that enables the candidate to effectively meet the needs of children, including personal care.
7	Evidence a good working knowledge and experience of implementing relevant curricula and other relevant learning programmes/strategies.
8	Be approachable and courteous presenting a positive image of the school and Trust to all

	stakeholders.
9	Use ICT effectively to support learning including Interactive Whiteboard and other equipment.
10	Desire to improve own practice/knowledge through self-evaluation and learning from others.
<b>Professional knowledge and understanding</b>	
<b>Candidates should:</b>	
1	Demonstrate an understanding of classroom roles and responsibilities and the role of the TA within these.
2	Demonstrate their understanding and maintain confidentiality.
3	Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation.
<b>Safeguarding</b>	
Candidates should have an understanding of safeguarding and promoting the welfare of children and young people.	