



River Bank

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Job Description for Teaching Assistant

JOB TITLE :	Teaching Assistant
GRADE :	L3
JOB PURPOSE :	Working in a class to support the class teacher in all aspects of teaching, and enhance learning opportunities for pupils, bringing to bear a professional knowledge and understanding of child development and pupils' individual needs, including those with special educational needs and supporting the child's development in the key areas of learning.
RESPONSIBLE TO:	Senior Leadership Team

MAIN DUTIES AND RESPONSIBILITIES:

1. Under the direction of the class teacher and following agreed lesson plans for both the indoor and outdoor curriculum, support the teaching and learning of classes, small groups or individual pupils, using learning and support strategies appropriate to the needs of the pupils, and supporting both the indoor and outdoor curriculum.
2. Contribute significantly to the planning of teaching and learning for the whole class and/or individual pupils. Contribute to the planning of lessons and work programmes, the devising of activities and target setting.
3. Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress.
4. Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour policy and any related policies and procedures. Invigilate tests and examinations as directed.
5. Under the direction of the Senior leadership develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of individual pupils.

6. Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.
7. Contribute to the order and cleanliness of the classroom environment.
8. As required, contribute to specific aspects of teaching, learning and personal development, for example, swimming, school visits, attending CPD, parents consultations
9. Lead a sports based activity or a class based activity during lunch time as directed by the HLTA. Supervise whole classes during wet play.

DIMENSIONS:

Supervisory Management: None.

Financial Resources: None.

Physical Resources: Classroom materials, equipment and resources

Other: Responsible for the safety and conduct for a specified number of pupils

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. S/he will be involved with supervising children with English as an additional language and children with a range of special educational needs.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Physical Effort:

The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment:

There could be a frequent requirement to deal with vomit and bodily fluids

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

CVs will not be accepted for any posts based in schools.

L3 TEACHING ASSISTANT PERSONNEL SPECIFICATION

Grid for preparing Personnel Specification and for short listing

SPECIFICATION	ESSENTIAL	How Measured	DESIRABLE	How Measured
Experience	Some experience of in the care and/ or education of children.	1,2	Some experience of working with people with a range of special needs. Experience of working in a school environment is desirable for this post. Some knowledge of curriculum requirements.	
	Some experience of planning, monitoring and assessment of children's work.	1,2		
	Some experience of working in an educational setting.	1,2		
	Knowledge of safeguarding procedures and processes.			
Skills/Abilities	Able to contribute constructively to and work effectively as a member of a team.	1,2	Information technology skills in word processing, the use of databases and spreadsheets to support record keeping and children's learning.	1, 2, 5
	Able to use own initiative in working with parents/carers and the child's community within an agreed framework of policies and procedures.	1,2		
	Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc. Must have a high standard of spoken and written English	1,2		
	Able to keep accurate records and use these to inform judgements.	1,2		
	Able to support learning in numeracy at relevant Key Stage.	1,2,5		
	Able to support learning in literacy at relevant Key Stage.	1,2,5		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1, 2, 5		
Competencies	Able to form appropriate relationships with young people.	1,2	Appropriate attitudes to use of authority and maintaining discipline.	
	Emotional resilience in working with challenging behaviours.	1,2		
	Able to demonstrate appropriate motivation to work with young people.	1,2		

Equality Issues	Able to recognise and act upon common forms of discrimination.	1,2		
	Able to understand the issues for pupils' education in an urban, multi-cultural context.	1,2		
Specialist Knowledge			Demonstrable knowledge of how pupils learn including some knowledge of how pupils acquire a second or additional language.	1,2
			Demonstrable knowledge of curriculum requirements.	1,2,5
			Some knowledge of policies and procedures in areas such as child protection, behaviour management.	1,2,5
Education and Training	Able to commit to relevant job training.	1,2		
	NVQ in childcare Level 2, NNEB or equivalent qualification.	1,2,4		
	Willingness to undertake First Aid training and to apply this in the school.	1,2		
Other Requirements			A willingness to be involved in all aspects of school life; including outside of normal school hours and days.	2
			An understanding of the benefits that PE and Sport together with active outdoor learning can have on achievement.	2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

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