

The Partnership Trust	
JOB DESCRIPTION	
POST TITLE: TEACHING ASSISTANT – Level 3	GRADE: 4
RESPONSIBLE TO: CLASSROOM TEACHER/DESIGNATED SUPERVISOR	

1. JOB PURPOSE

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge areas and will involve assisting the teacher 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. The primary focus will be to maintain a positive learning environment and to support pupils with tasks, managing their emotions and respond to questions and generally assist within the class team.

2. MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters, as appropriate.
2. Supervise and support pupils' ensuring their safety and access to learning.
3. Use specialist (curricular/learning) skills/training/experience to support pupils.
4. Assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes.
5. Establish constructive working relationships with pupils, acting as a role model and setting high expectations.
6. Promote the inclusion and acceptance of all pupils.
7. Support pupils consistently whilst recognising and responding to their individual needs.
8. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
9. Set challenging and demanding expectations and promote self-esteem and independence.
10. Employ strategies to recognise and reward achievement of self-reliance.
11. Provide feedback to pupils in relation to progress and achievement.

Support for Teacher

12. Work with the teacher to establish an appropriate learning environment.
13. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
14. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
15. 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.
16. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
17. Undertake marking of pupils' work and accurately record achievement/progress.
18. 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.
19. 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.

20. Administer and assess routine tests and invigilate exams/tests.
21. Provide general clerical/administration support e.g. administer coursework; produce worksheets for agreed activities etc.

Support for the Curriculum

22. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
23. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills and feeding back to the teacher, as appropriate.
24. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
25. Help pupils to access learning activities through specialist support.
26. Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School

27. 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.
28. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
29. Contribute to the overall ethos/work/aims of the school.
30. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
31. Attend and participate in regular meetings, as required.
32. Participate in training and other learning activities and performance development, as required.
33. Recognise own strengths and areas of expertise and use these to advise and support others.
34. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
35. Undertake planned supervision of pupils' out of normal lesson times, including lunchtimes, as appropriate.
36. Supervise pupils on visits, trips and out of school activities, as appropriate.
37. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
38. To undertake other relevant duties allocated at the discretion of the classroom teacher, Head of School or other designated supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Essential

Either a minimum of 3 GCSEs grades 9 to 4 (grade A* - C), including English and Mathematics or equivalent

Or Level 2 / 3 Certificate in Supporting Teaching & Learning in Schools / Level 3 Diploma in Childcare and Education / T Level in Education and Childcare or equivalent

Or a minimum of 2 years recent, relevant experience.

Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier.

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Desirable

A relevant, recognised qualification such as the NVQ Level 3 for Teaching Assistants, Level 3 Diploma in Child Care and Education (previously known as the NNEB Diploma in Nursery Nursing), the NVQ Level 3 Childcare in Education, the City and Guilds Advanced Certificate in Learning Support, (A relevant professional qualification e.g. Teaching, Social Work or Nursing would be treated as equivalent for these purposes.) or the post holder should have HLTA status.

AND a minimum of 2 years recent, relevant experience, which demonstrates the postholder, has applied a wide range of strategies supporting children successfully.

Experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only.

The ability to relate well to both children and adults.

The ability to plan and implement effective actions for pupils at risk of underachieving (under the guidance of teaching/senior staff and within an agreed system of supervision)

Understanding of principles of child development and learning processes and in particular, barriers to learning

Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE (Council for Awards in Children's Care and Education) etc.

A basic understanding of Makaton

An awareness of TEACCH

An understanding of Autism

A basic awareness of augmentative communication including PECS and communicate in print

Appropriate knowledge of general first aid.

Ability to self-evaluate learning needs and actively seek learning opportunities.

Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies/codes of practice.

4. Physical Effort

The post holder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

5. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

6. General

The post holder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.

The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

The postholder will be under the Line Management of a teacher and is answerable to the Headteacher in respect of reasonable regulations are adhered to.

The postholder will follow the Code of Conduct.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) Certificate is required for this post prior to commencement.