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**Job Title:** Teaching Assistant Level 3

**Responsible to:** Headteacher/Deputy

**Grade: E** pt 11-16

**Hours:** 31 hours (term time only)

**Purpose and Objectives of the Job:**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals or groups, in or out of the classroom.

On occasion, to supervise classes during the absence of the teacher, maintaining good order and keeping pupils on task.

To commit to safeguarding and promoting the welfare of all pupils at all times.

**Main Duties of the Job:**

Support for the Pupil

* Use specialist skills, training and experience to support pupils both in and out of the classroom
* Assist with the development and implementation of educational support plans- this includes delivering small group interventions and one to one targeted support
* Establish good working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Encourage pupils to interact appropriately with each other
* Support pupils consistently whilst recognising and responding to their individual needs
* Promote self -esteem and independence
* Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support for the Teacher

* Work with the teacher to establish an appropriate learning environment
* Contribute to lesson planning, evaluating and adjusting lesson plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation- share outcomes with the class teacher
* Provide objective and accurate feedback as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* When required undertake marking of pupils’ work following the school marking policy. Accurately record achievement/progress
* 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
* Provide general clerical and administrative support
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role

Support for the Curriculum

* Implement agreed learning activities adjusting activities according to individual needs
* Organise and manage the class during the teacher’s PPA time ensuring an appropriate learning environment and good standards of behaviour are maintained.
* Support the use of ICT in learning activities, developing pupil confidence and independence in its use.
* Help pupils to access learning activities through specialist support and resources

Support for the School

* Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in regular meetings when required
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Supervise pupils on visits, trips and out of school activities as required
* Be committed to safeguarding and promoting the welfare of all children

 **Person Specification**

This is a summary of the training, qualifications and experience, as well as the knowledge, understanding and qualities that the successful candidate will be expected to possess.

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| --- | --- | --- | --- |
| **Training, Qualifications and Experience** | **Essential** | **Desirable** | **Assessment Method** |
| NVQ Level 3 Teaching Assistant Status or Equivalent | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Application form/ Interview |
| Have experience of working in a KS1 or KS2 class. |  | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg | Application form/Interview |
| Be a competent user of ICT and be able to assist young people in using it appropriately. | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Application form |
| **Professional Knowledge and understanding** |  |  |  |
| Be able to put into practice consistent and fair approaches to managing the behaviour of young people. | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Application form/ Interview/References |
| Be able to show initiative  | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Application form/ Interview/Reference |
| Have an understanding of relevant policies/codes of practice and awareness of relevant legislation | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Application form/Interview |
| Have understanding of the need to safeguard and promote the welfare and wellbeing of all children  | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Application form/Interview |
| **Personal and professional qualities** |  |  |  |
| Have good communication skills. | tick[1] |  | Interview/References |
| Ability to promote a positive ethos and role model positive attributes | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Application form/ Interview/Reference |
| Be able to work effectively within a team environment, understanding classroom roles and responsibilities | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Application form/ Interview/Reference |
| Have patience, flexibility and resilience  | tick[1] |  | Interview/References |
| Ability to build effective working relationships with all pupils and colleagues | C:\Users\jwest\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\184B3FBO\tick[1].jpg |  | Interview/References |