

# Ince CE Primary School

## Job Description

### Teaching Assistant Level 3 – Learning Support Unit

|                                |   |                   |        |
|--------------------------------|---|-------------------|--------|
| <b>Job purpose:</b>            | To provide support to teaching staff and students and to oversee access to learning and support programmes and to assist the teacher in the management of pupils and classroom.<br><br>To supervise whole classes when required in the short term absence of a teacher and/or to provide support to teaching staff and students.<br><br>To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required |                   |        |
| <b>Reporting to:</b>           | Teachers/senior staff – teaching and non teaching   |                   |        |
| <b>Responsible for - Staff</b> | None  |                   |        |
| <b>Liaising with:</b>          | Pupils, teachers, senior staff, parents/carers, visitors to the school  |                   |        |
| <b>Grade of post:</b>          | G4  | <b>Gauge ref:</b> | A23289 |
| <b>Disclosure level:</b>       | Enhanced  |                   |        |

#### Job Outline

- Under the direction of the teacher to implement learning activities for individual students and/or small groups.
- To oversee distribution of books, equipment, worksheets as directed by the teacher
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To regularly communicate detailed feedback to the teacher
- To manage the behaviour of students whilst they are undertaking work with them according to their individual needs.
- To promote the inclusion and acceptance of all pupils.
- To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as directed by the teacher.
- To support and make use of the schools disciplinary and reward system.
- To undertake exam/test invigilation if required.
- To support the administration/office function when not required for cover duty.

#### Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

#### Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

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## Person Specification

### Teaching Assistant Level 3 – Learning Support Unit

#### A. Experience

|  | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T = Task/Observation<br>P = Presentation |
|--|-----------|-----------|--|
| Previous experience of working with children of a relevant age | E         |           | A, I   |

#### B. Training and Qualifications

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| NVQ Level 3 or evidence of the equivalent QCF credit value, or equivalent qualification or comparable level of experience | E         |           | A, I   |
| Good standard of numeracy & literacy skills. Minimum Grade C GCSE in English and Maths                                    | E         |           | A, I   |
| Willingness to undertake further relevant training  | E         |           | I      |
| Willingness to undertake basic first aid  |           | D         | A, I   |

#### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Knowledge of how to use relevant equipment/resources including ICT packages                   | E         |           | A, I   |
| Understanding of the national/foundation stage curriculum and other basic learning programmes |           | D         | A, I   |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation   |           | D         | A, I   |
| Knowledge of Health and Safety  |           | D         | A, I   |
| Understanding of the principles of child development and learning processes                   | E         |           | A, I   |
| Knowledge of the policies/codes of practice and awareness of relevant legislation             | E         |           | A, I   |

#### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Ability to use different approaches to deal with whole classroom and individual behaviour |           | D         | A, I   |
| Ability to communicate with and relate well to pupils and adults                          | E         |           | A, I   |
| Ability to work under supervision, as a team member and independently                     | E         |           | A, I   |
| Ability to work in accordance with the schools health and safety policies.                | E         |           | A, I   |
| Ability to recognise own learning needs and seek further opportunities.                   | E         |           | A, I   |

|                                       |  |   |      |
|---------------------------------------|--|---|------|
| Ability to deal with minor injuries.  |  | D | A, I |
| Good time keeping and self management |  | D |      |

#### **E. Legal Issues**

|                                    | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|------------------------------------|------------------|------------------|---------------|
| Legally entitled to work in the UK | E                |                  | A, I          |