

## Job Description

<b>JOB PROFILE NAME:</b>	<b>Teaching Assistant Level 3</b>
<b>LINE MANAGED BY:</b>	<b>Middle Leader / TA4</b>
<b>PROFESSIONALLY REPORTS TO:</b>	<b>Middle Leader / TA4</b>

### Purpose of the Job

The role of the Teaching Assistant is designed to work with Teachers to look after the social and educational development of pupils in terms of planning and supervising activities and will be able to advise parents of their children's progress from working closely with them during their education.

Overall assisting the teaching staff and supporting the pupils to succeed within their role and with their social skills. Ensure equality and opportunity for pupils to be given the ability to learn and develop with the aim of achieving outstanding status in terms of learning and education.

The role allows the teaching staff to deliver the curriculum with the support of the assistant to manage the volumes of pupils within a classroom, with the ability to give independent support to the pupils.

### Key Objectives of the Job

The key objectives of this type of role are to plan and supervise activities and assist the teaching staff with the delivery of a lesson and support the children with their studies and progression.

- Organise and manage the learning environment.
- Coordinate pupils into and out of the class in line with lesson plans.
- Provide explanations to the pupils of key tasks as appropriate.
- Assist the Teacher with planning.
- Cover for Teachers when appropriate in line with School / academy policy.
- Provide accurate feedback to Teachers.
- Be responsible for administration including record keeping, photocopying, display items.
- Manage behaviour of the pupils where necessary.
- Establish productive working relationships with pupils.
- Promote pupil achievement through independence and interaction.
- Support the delivery of curriculum.
- Inform the department head/teacher of any breaches of the school / academy discipline.

### Job Level Overview

The Job Holder is subject to general work instructions and direct supervision of progress and results. He / she works within standardised work practices and procedures. The Job Holder is likely to be able to demonstrate procedural/systematic proficiency that may involve competence in the use of specialised equipment. The Job Holder's performance will have minimal direct impact on both plc and Business Group performance.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post involves working with children and/or young people and is subject to Victorious Academies Trust's safer recruitment process.

### Operational Accountabilities

The main operational accountabilities include:

- assisting the teaching staff with the delivery of a lesson.
- maintaining records and sharing progress information where necessary with parents.
- encouraging children's numerical, social and language skills.
- covering for staff as per the school / academy policy

- provide constructive feedback to pupils in relation to progress under the guidance of the teacher.
- provide clerical and administrative support to ensure the class is ready and effective including photocopying, typing, filing etc.
- assisting with children's personal needs.
- assisting with the development of education and behaviour plans.
- assisting with visits and field trips.
- observing and assessing children and reporting to teachers.
- ensuring that children are safe at all times.
- working closely with parents and carers where required.
- administration including data inputting.
- some stock maintenance.
- support with exam invigilating when appropriate.
- assisting the teacher with Pupil reports.
- support the parents of the pupils where appropriate in ensuring effective pupil feedback.
- provide feedback to pupils and devise effective reward strategies.

#### Financial Accountabilities

- Has awareness of cost/benefit as applicable to tasks performed.

#### People Accountabilities

- Not typically responsible for supervising others- if they do, spends more than 80% of time as a team member rather than supervisor.
- Not responsible for the development of other staff.
- Responsible for the safety and welfare of pupils.

#### Knowledge and Applied Skills

- Experience of working in an education establishment.
- Experience of working with children.
- Good communication skills.
- Organisation and prioritising skills.
- Good IT skills.

#### Behavioural Competencies

##### People Success Factors:

- Planning and organising
- Achieving and doing
- Building relationships
- Delivery through people
- Business awareness
- Customer focus
- Contributing to continuous improvement
- Dealing with change

#### Additional Role Information

- Teaching Assistant – Level 3 Teaching Assistant qualification required.
- Appropriate First Aid Training will be required (provided).
- Required to have previous experience of working in a school or academy and will have experience of managing learning for a group of individuals with limited supervision.
- Requires excellent communication skills.
- Confidentiality and Data protection awareness.
- Experience of working in an education establishment.
- Experience of working under pressure.

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## Person Specification

Attributes	Essential	Desirable	Method of Assessment
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ 3 / TA status or equivalent qualification or experience in relevant area.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training/ Development</li> <li>First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience in a support environment relevant to the post.</li> <li>Experience of working with KS1 &amp; KS2 pupils.</li> <li>Experience of leading small groups.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of whole class teaching.</li> <li>Experience of working with KS1 and KS2 pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning.</li> <li>Use of other technology equipment – PC, video, photocopier etc.</li> <li>Understanding of relevant polices/codes of practice and awareness of relevant legislation.</li> <li>Understanding of national/foundation stage curriculum and other basic learning programmes / strategies.</li> <li>Understanding of child development and learning.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>Excellent numeracy/literacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>Training in the relevant learning curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>Ability to relate well to children and adults.</li> <li>Committed to the principles of equality and diversity.</li> <li>Flexible approach to work.</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service.</li> </ul>		<ul style="list-style-type: none"> <li>DBS check</li> <li>Disqualification by Association declaration</li> <li>Application form</li> </ul>

AF = Application Form

I = Interview and other activities