

# Salford City Council

## JOB DESCRIPTION

**SCHOOL:** Irlam Endowed Primary School

### JOB DETAILS:

<b>Job Title:</b>	Pastoral Teaching Assistant Level 3
<b>Grade:</b>	Grade 2C (SCP 14-18) of the National Salary Scale
<b>Directly responsible to:</b>	Headteacher and Assistant Headteachers
<b>Supervisory responsibility for:</b>	Early Help and Attendance
<b>Hours of Duty:</b>	Up to 36 per week

### Summary of Role:

To work under the guidance of Senior Leaders 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 in particular areas and will involve assisting the safeguarding and senior leadership team.

Staff may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

To be responsible for running Early Help and Attendance across the school.

### Main Duties and Responsibilities/Accountabilities:

#### Support for Pupils and Parents

1. Use specialist (teaching & learning and pastoral) skills, training and experience to support pupils.
2. Assist with the development and implementation of IEPs, in particular targets relating to SEMH.
3. Establish positive and productive working relationships with pupils and parents, acting as a role model and setting high expectations.
4. Promote the inclusion of all pupils within the classroom, including understanding individual children's strengths, areas of improvement and potential barriers to learning.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others, engage all pupils in activities and ensure high levels of participation and active learning are in all lessons whether through offering additional support or delivering learning.

7. Promote and enforce the whole school Positive Relationships Policy so that the school values and agreed behaviour management processes are upheld consistently and fairly.
8. Provide feedback to pupils in relation to progress and achievement within individual lessons.
9. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.

#### **Support for the Teacher**

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teachers in support children and families pastorally, including suggesting reasonable adjustments to support the delivery of the curriculum.
3. Cover classes in the short term absence of a class teacher.
4. 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.
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
6. Undertake marking and feedback of pupils' work and accurately record achievement/progress.
7. 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.
8. Contribute towards the whole class teacher assessment by carrying assessment activities with individuals or groups of children.
9. Provide general clerical/admin, support e.g. administer course work, produce worksheets for agreed activities etc.

#### **Support for the School**

1. Promote and protect the school's commitment to promoting equity and celebrating diversity.
2. Contribute to the overall ethos/work/aims of the schools.
3. Co-ordinate the school's Early Help offer alongside the safeguarding team.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Attend and participate in regular meetings, including Early Help and TAF meetings, as well as run the school's Calm Start and Calm Lunch offer.
6. Participate in training and other learning activities as required including INSET activities and whole school staff CPD.
7. Co-ordinate the monitoring of attendance across the school, implementing pro-active strategies to improve identified children's attendance.
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
9. Undertake planned supervision of pupils including covering sessions both in and out of school hours.

11. Supervise pupils on visits, trips and out of school activities as required.

**Safeguarding Responsibilities**

1. The post holder must be aware of and understand their legal duty in relation to child protection and safeguarding issues; the need for confidentiality; and to report to a designated safeguarding lead any concerns relating to a child(ren) family as soon as possible.
2. Have and demonstrate a solid understanding of safeguarding and child protection including strategies to support children and families.
3. Be a Designated Safeguarding Lead (DSL) working alongside the school's safeguarding team.

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

**Date Job Description prepared/revised:**

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**Prepared by:**

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**Agreed by Post holder**

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## **Expressions of interests – TA3 position**

Overview:

- Supporting children by leading and facilitating group activities, including carrying out EHCP work.
- Supporting teachers in delivering the whole curriculum, including using adaptive teaching to meet the needs of all children.
- Providing feedback to children and teachers which contribute towards teacher assessment and pupil progress.
- Delivering cover sessions including PPA session and during staff absence.
- Planning, delivering and reviewing academic and pastoral interventions for children alongside teaching staff.

For further information, please see the job description. CPD will be offered to the successful applicant.

There may be further opportunities to join the safeguarding/pastoral team to enhance the pastoral offer available to children and families.

Expressions of interests should be no more than two sides of A4 outlining your experience and how you would meet the job description.

If you are interested and would like an informal conversation about the role, please speak to Ben Lynch.